



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
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MARINE CORPS ORDER 1510.78A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR AMMUNITION  
AND EXPLOSIVE ORDNANCE DISPOSAL OCCUPATIONAL FIELD  
(OCCFLD) 23

Ref: (a) MCO 61500.40  
(b) MCO 1500.42A  
(c) MCO 1553.1A

Encl: (1) Components of an ITS  
(2) ITS Management  
(3) Index of Tasks by Training Location, Level of  
Training, Sustainment, and Grade to Standard  
(4) Common ITS Listing  
(5) Training Support  
(6) Individual Training Standards for Ammunition and  
Explosive Ordnance Disposal

1. Purpose. To publish the ITS System for OccFld 23.

2. Cancellation. MCO 1510.49.

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign responsibilities for applying the Systems Approach to Training (SAT).

b. ITS's provide a common base of training for all Marines who have the same MOS. They provide the basis for the SAT of all individual training. ITS's are to be used by institutional and unit commanders to determine proficiency of individual Marines, to establish training plans and courses of instruction, and to maintain a progressive and systematic method to monitor training impacts on Individual Career Development Plans.

c. ITS's are derived from Mission Performance Standards which come from combat requirements of the Fleet Marine Forces. Changes to doctrine, force structure, and the introduction of new weapons and equipment will require revision of this Order on a regular basis.

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#### 4. Information

a. ITS's are to be used by institutional and unit commanders to design, develop, conduct, and evaluate their individual training of Marines. Institutional commanders will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks and performance steps set forth herein. Task lists reported on Course Descriptive Data (CDD) submissions will consist of task titles contained in this Order. Unit commanders will use the tasks contained in this Order as the basis of individual training in their long range, short range, and near term training plans.

b. The ITS system for OccFld 23 contains the following:

(1) Enclosure (1) contains the components of an ITS.

(2) Enclosure (2) sets forth the ITS management, as it relates to use and maintenance.

(3) Enclosure (3) is an index of tasks by training location, level of training, sustainment, and grade to standard.

(4) Enclosure (4) is a listing of tasks common to two or more MOS's in OccFld 23.

(5) Enclosure (5) lists training support in four categories:

(a) Appendix A, Training Devices, Simulators, and Training Aids.

(b) Appendix B, Training Equipment.

(c) Appendix C, Ammunition, Explosives, and Pyrotechnics.

(d) Appendix D, Training Materials.

(6) Enclosure (6) lists ITS's for each MOS in OccFld 23.

#### 5. Action

a. Commanding General, Marine Corps Combat Development Command (MCCDC)

(1) Ensure that all units and institutions are using this Order to train personnel to the standards required of their grade and MOS.

(2) Ensure that the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with FMF Commanders, MOS/OccFld sponsors and with subject matter experts.

(4) Ensure coordination occurs with the Commanding General, Marine Corps Research, Development and Acquisition Command (MCRDAC).

b. Commanding Generals of the Fleet Marine Forces and Supporting Establishment Commands; and Commanders of Separate Organizations not Commanded by a General Officer

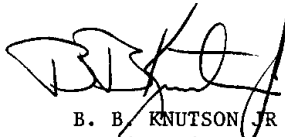
(1) Use this Order to implement the SAT process for Ammunition and Explosive Ordnance Disposal training.

(2) Establish managed on-the-job-training (MOJT) programs to train Marines using the tasks to form the basis of initial, sustainment, or refresher training proficiencies in units both for Ammunition and Explosive Ordnance Disposal and command training plans.

6. Submission of Recommendations and Requirements. Recommendations concerning the contents of this Order are invited. Submit recommendations for change and recommended training requirements to the Commanding General, MCCDC (TE 31) via the appropriate chain of command.

7. Mobilization. All ITS's in this Order will remain in effect during mobilization.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
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By direction

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COMPONENTS OF AN ITS

1. General. ITS's contain six components; task, condition(s), standard, performance steps, reference(s), and administrative instructions.

2. Alphanumeric System. Each ITS is identified by the MOS followed by a series of numbers which identify the Duty Area, and Task.

a. The 1105 is identified by four Arabic numbers. The four numbers are the ones assigned to the 1105 in the MOO P1200.7 (1105 Manual). For the EXPLOSIVE ORDNANCE DISPOSAL OFFICER 1105, the numeric designators would be 2305.X.X.

b. Duty areas are identified by ascending Arabic numerals and are numbered consecutively by 1105. The designator for the first duty area under 1105 2305 would be 2305.1.X.

c. Tasks within a duty area are numbered consecutively. The first task under the first duty area of 1105 2305 is numbered 2305.1.1. The second task under the third duty area of 1105 2305 is numbered 2305.3.2, and so forth.

3. ITS Components

a. Task. The task describes what a Marine has to do. It is a clearly stated, performance oriented action requiring a learned skill. Knowledge or enrichment topics which are required for the performance of a specific task are included in the administrative instructions. This type of information may very well comprise a separate class with its own TLO/ELO, but is not a separate task.

b. Condition(s). The conditions set forth the real world or wartime circumstances in which the tasks are to be performed. This element of an ITS underscores "realism" in training. When resources or safety requirements limit the conditions, this should be stated. It is important to understand that the conditions set forth in this Order are the minimum, and may be adjusted when applicable.

c. Standard. A standard is inviolate. It is not guidance, but a very carefully worded statement which sets the proficiency level expected when the task is performed. The standard should summarize the performance steps.

d. Performance Steps. There must be at least two performance steps for each task. Performance steps specify actions required to fulfill the proficiency established by the standard.

e. Reference(s). Reference(s) are doctrinal publications which provide the authority vested in the performance steps and references. References should be publications which are readily available.

f. Administrative Instructions. Administrative instructions provide the trainer/instructor with special circumstances relating to the ITS such as safety, real world limitations, and knowledge or enrichment topics which may be a prerequisite to successful accomplishment of the ITS.

ENCLOSURE (1)

ITS MANAGEMENT

1. ITS Use

a. ITS's are the basis for all individual training in units and formal schools. Since ITS's are written for every 1105 they specify every proficiency Marines are required to achieve as individuals in support of their unit combat missions.

b. ITS's provide measures of performance that must be used by unit commanders to both diagnose individual deficiencies and to evaluate training. Deficiencies should be recorded and scheduled on future training plans. ITS's which are mastered should be recorded in individual training records and scheduled for sustainment/ refresher training in the future.

c. Institution commanders are responsible for providing instruction based on ITS's. These selected ITS's appear as tasks on item number 24 of the Course Descriptive Data. Using the SAT process, institutional commanders formulate programs of instruction (POI) which fulfill the requirements of the operating forces.

d. Unit and institution commanders must work in tandem so that individuals continue to receive instruction until mandated proficiencies are achieved. Individual training cannot and should not cease upon graduation from a formal school. Schools do not have the resources (people, time, money) to teach every ITS required for 1105 proficiency. Unit commanders must recognize this and continue individual training. When Marines do achieve proficiencies, unit commanders must systematically record these proficiencies and establish periodic sustainment training according to the frequency set forth in enclosure (3).

2. ITS Maintenance

a. ITS's exist because of the threat. Changes which occur must be reflected in ITS's as a team effort of the formal schools, the operating forces, and staff agencies at Headquarters, U.S. Marine Corps and at the Marine Corps Combat Development Command. Changes in the threat, new weapons/equipment and doctrine will require new or updated training proficiencies.

b. ITS's are validated when they are used by institution and unit commanders. Changes can be initiated by units, institutions, or higher headquarters. In order to ensure quality training, ITS's must be updated continuously. Input will be systematically collected, staffed, and incorporated into ITS's at least annually.

c. ITS users should be critical of the ITS's as a whole as they support or fail to support a particular MOS.

d. Specific components of an ITS should also be examined for realism and pertinence.

e. ITS Management is dynamic. User maintenance is the key to refining proficiencies which best serve unit missions.

ENCLOSURE (2)

INDEX OF TASKS BY TRAINING LOCATION. LEVEL OF TRAINING, SUSTAINMENT,  
AND GRADE TO STANDARD

1. This enclosure identifies where ITS's are taught, Training Location; the Level of Training regarding proficiency, "P" for preliminary, not to standard, and "S" for trained to standard; and the lowest grade required to demonstrate proficiency in each ITS.
2. The Training Location is either Formal School (FS) or MOJT.
3. Sustainment training is always the responsibility of the unit commander. The number in the MOJT column represents the number of months between evaluation or retraining to maintain the proficiency required by the standard.

TASK NUMBER	TASK	FS	MOJT SUST	Grade
MO5 2305, EXPLOSIVE ORDNANCE DISPOSAL OFFICER				
2305.1.1	DIRECT EOD OPERATIONS		S/36	WO
2305.1.2	CONDUCT EOD SUPPORT OF VERY IMPORTANT PERSON (VIP) OPERATIONS		S/36	WO
2305.1.3	ESTABLISH ACCIDENT/INCIDENT RESPONSE PLAN		S/36	WO
2305.1.4	CONDUCT EOD PERSONNEL INTERVIEW		S/36	WO
2305.1.5	COMPUTE CLASS V REQUIREMENTS IN SUPPORT OF UNIT OPERATIONS		S/36	WO
2305.1.6	PREPARE STANDING OPERATING PROCEDURES (SOP) FOR EOD UNIT		S/36	WO
2305.2.1	INITIATE AN ELECTRIC FIRING SYSTEM	S	36	WO
2305.2.2	INITIATE AN M122 REMOTE FIRING DEVICE	P	S/36	WO
2305.2.3	PREPARE A DETONATING CORD SYSTEM	S	36	WO
2305.2.4	PREPARE INCENDIARY HAND GRENADE(S) FOR REMOTE INITIATION	P	36	WO
2305.2.5	PERFORM A NONELECTRIC FIRING PROCEDURE	S	36	WO
2305.2.6	PREPARE SHAPED CHARGES	P	36	WO
2305.3.1	PERFORM SETUP OF THE MECHANICAL REMOTE FUZE DISASSEMBLY KIT		36	WO
2305.3.2	IDENTIFY UNDERWATER ORDNANCE		S/36	WO
2305.3.3	DISASSEMBLE/INERT KNOWN OR UNKNOWN ORDNANCE FOR INTELLIGENCE PURPOSES		S/36	WO
2305.3.4	REMOVE STUCK AIRCRAFT GUN AMMUNITION		36	WO
2305.3.5	SELECT DISPOSAL SITE	P	S/36	WO
2305.3.6	CLEAR SURFACE ORDNANCE FROM IMPACT AREA (RANGE SWEEP)	P	36	WO
2305.3.7	IDENTIFY EXPLOSIVES AND DEMOLITION MATERIEL	S	36	WO
2305.3.8	IDENTIFY UNKNOWN UNEXPLODED ORDNANCE (UXO)	S	36	WO
2305.3.9	PERFORM RENDER SAFE PROCEDURE (RSP)/ DISPOSAL OF UNKNOWN UNEXPLODED ORDNANCE (UXO)	S	36	WO
2305.3.10	PERFORM EOD PROCEDURES TO REMOVE LODGED PROJECTILE FROM A GUN TUBE		S/36	WO
2305.3.11	REMOVE EXPLOSIVES BY STEAMING/WASHING OUT		S/36	WO
2305.3.12	DISASSEMBLE/INERT ORDNANCE TO MANUFACTURE INERT TRAINING AIDS AND MAINTAIN MOS PROFICIENCY SKILLS		S/36	WO

TASK NUMBER	TASK	FS	MOJT SUST	Grade
2305.3.13	..... DESENSITIZE EXPLOSIVES	P	36	WO
2305.3.14	..... DISPOSE OF SOLID OR GRANULAR PROPELLANTS	P	36	WO
2305.3.15	..... INITIATE AN MK 1 MOD 3 REMOTE WRENCH	S	36	WO
2305.3.16	..... PERFORM EOD PROCEDURES USING TAPE AND LINE TECHNIQUES	S	36	WO
2305.3.17	..... OPERATE THE MK62 MOD 0 STEAM GENERATOR	P	S/36	WO
2305.3.18	..... INITIATE A MK 2 .50 CALIBER DEARMER		S/36	WO
2305.4.1	..... ESTIMATE LOCATION OF BURIED UNEXPLODED ORDNANCE (UXO)	P	36	WO
2305.4.2	..... LOCATE BURIED ORDNANCE USING ORDNANCE LOCATOR	S	36	WO
2305.4.3	..... OPERATE THE MK26 ORDNANCE LOCATOR	S	36	WO
2305.5.1	..... OPERATE THE MK32 (X-RAY) EQUIPMENT	S	36	WO
2305.5.2	..... PREPARE AND OPERATE EOD PHOTOGRAPHIC EQUIPMENT		36	WO
2305.5.3	..... PERFORM RENDER SAFE PROCEDURE (RSP) ON SUSPECTED IMPROVISED EXPLOSIVE DEVICE (IED)	S	36	WO
2305.5.4	..... ASSEMBLE AND OPERATE REMOTELY CONTROLLED EOD TOOL (RCT) SET	P	S/36	WO
2305.6.1	..... PERFORM RENDER SAFE PROCEDURE (RSP) ON AIRCRAFT EXPLOSIVE HAZARDS	S	36	WO
2305.6.2	..... RECOVER EXPLOSIVE HAZARDS FROM A DAMAGED/CRASHED AIRCRAFT		36	WO
2305.7.1	..... PERFORM RADIOACTIVITY TEST USING RADIAC SETS	P	36	WO
2305.7.2	..... VENT AND BURN CHEMICAL ORDNANCE	P	36	WO
2305.7.3	..... PERFORM TOXIC CHEMICAL AGENT TESTS USING THE M18A2 CHEMICAL DETECTOR KIT	S	36	WO
2305.7.4	..... CALCULATE DOWNWIND TOXIC CHEMICAL VAPOR AREA	P	36	WO
2305.7.5	..... PERFORM LEAK-SEALING PROCEDURES ON CHEMICAL MUNITIONS	P	36	WO
2305.7.6	..... DISPOSE/NEUTRALIZE BIOLOGICAL AGENT/ORGANISMS	P	S/36	WO
 <u>MOS 2336, EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN</u>				
2336.1.1	..... DIRECT EOD OPERATIONS		S/36	GYSGT
2336.1.2	..... SUPERVISE EOD OPERATIONS		S/36	SSGT
2336.1.3	..... CONDUCT EOD SUPPORT OF VERY IMPORTANT PERSON (VIP) OPERATIONS		S/36	CPL
2336.1.4	..... COMPUTE CLASS V REQUIREMENTS IN SUPPORT OF UNIT OPERATIONS		S/36	SSGT
2336.2.1	..... INITIATE AN ELECTRIC FIRING SYSTEM	S	36	CPL
2336.2.2	..... INITIATE AN M122 REMOTE FIRING DEVICE	P	S/36	CPL
2336.2.3	..... PREPARE A DETONATING CORD SYSTEM	S	36	CPL
2336.2.4	..... PREPARE INCENDIARY HAND GRENADE(S) FOR REMOTE INITIATION	P	36	CPL
2336.2.5	..... PERFORM A NONELECTRIC FIRING PROCEDURE	S	36	CPL
2336.2.6	..... PREPARE SHAPED CHARGES	P	36	CPL

TASK NUMBER	TASK	FS	MOJT SUST	Grade
2336.3.1	..... PERFORM SETUP OF THE MECHANICAL REMOTE FUZE DISASSEMBLY KIT		S/36	CPL
2336.3.2	..... IDENTIFY UNDERWATER ORDNANCE		S/36	CPL
2336.3.3	..... DISASSEMBLE/INERT KNOWN OR UNKNOWN ORDNANCE FOR INTELLIGENCE PURPOSES		S/36	CPL
2336.3.4	..... REMOVE STUCK AIRCRAFT GUN AMMUNITION		S/36	CPL
2336.3.5	..... SELECT DISPOSAL SITE	P	36	CPL
2336.3.6	..... CLEAR SURFACE ORDNANCE FROM IMPACT AREA (RANGE SWEEP)	P	36	CPL
2336.3.7	..... IDENTIFY EXPLOSIVES AND DEMOLITION MATERIEL	S	36	CPL
2336.3.8	..... IDENTIFY UNKNOWN UNEXPLODED ORDNANCE (UXO)	S	36	CPL
2336.3.9	..... PERFORM RENDER SAFE PROCEDURE (RSP)/DISPOSAL OF UNKNOWN UNEXPLODED ORDNANCE (UXO)	S	36	CPL
2336.3.10	..... DISPOSE OF UNSERVICEABLE AMMUNITION		36	CPL
2336.3.11	..... PERFORM EOD PROCEDURES TO REMOVE LODGED PROJECTILE FROM A GUN TUBE		S/36	CPL
2336.3.12	..... REMOVE EXPLOSIVES BY STEAMING/WASHING OUT		S/36	CPL
2336.3.13	..... DISASSEMBLE/INERT ORDNANCE TO MANUFACTURE INERT TRAINING AIDS AND MAINTAIN MOS PROFICIENCY SKILLS		36	CPL
2336.3.14	..... DESENSITIZE EXPLOSIVES	P	36	CPL
2336.3.15	..... DISPOSE OF SOLID OR GRANULAR PROPELLANTS	P	36	CPL
12336.3.16	..... INITIATE A MK 2 .50 CALIBER DEARMER		S/36	CPL
2336.3.17	..... INITIATE A MK 1 MOO 3 REMOTE WRENCH	S	36	CPL
2336.3.18	..... PERFORM EOD PROCEDURES USING TAPE AND LINE TECHNIQUES	S	36	CPL
2336.3.19	..... CONDUCT THE EMERGENCY DESTRUCTION OF CLASS V MATERIEL IN STORAGE		S/36	CPL
2336.3.20	..... OPERATE THE MK62 MCO 0 STEAM GENERATOR	P	S/36	CPL
2336.4.1	..... ESTIMATE LOCATION OF BURIED UNEXPLODED ORDNANCE (UXO)	P	36	CPL
2336.4.2	..... LOCATE BURIED ORDNANCE USING ORDNANCE LOCATOR	S	36	CPL
2336.4.3	..... OPERATE THE MK26 ORDNANCE LOCATOR	S	36	CPL
2336.5.1	..... OPERATE THE MK32 (X-RAY) EQUIPMENT	S	36	CPL
2336.5.2	..... PREPARE AND OPERATE EOD PHOTOGRAPHIC EQUIPMENT		36	CPL
2336.5.3	..... PERFORM RENDER SAFE PROCEDURE (RSP) ON SUSPECTED IMPROVISED EXPLOSIVE DEVICE (IED)	S	36	CPL
2336.5.4	..... ASSEMBLE AND OPERATE REMOTELY CONTROLLED EOD TOOL (RCT) SET	P	S/36	CPL
2336.6.1	..... PERFORM RENDER SAFE PROCEDURE (RSP) ON AIRCRAFT EXPLOSIVE HAZARDS	S	36	CPL
2336.6.2	..... RECOVER EXPLOSIVE HAZARDS FROM A DAMAGED/CRASHED AIRCRAFT		36	CPL
2336.7.1	..... PERFORM RADIOACTIVITY TEST USING RADIAC SETS	P	36	CPL
2336.7.2	..... VENT AND BURN CHEMICAL ORDNANCE	P	36	CPL
2336.7.3	..... PERFORM TOXIC CHEMICAL AGENT TESTS USING THE M18A2 CHEMICAL DETECTOR KITS	S	36	CPL



TASK NUMBER	TASK	FS	MOJT SUST	Grade
2336.7.4	..... CALCULATE DOWNWIND TOXIC CHEMICAL VAPOR AREA	P	36	CPL
2336.7.5	..... PERFORM LEAK-SEALING PROCEDURES ON CHEMICAL MUNITIONS	P	36	CPL
2336.7.6	..... DISPOSE/NEUTRALIZE BIOLOGICAL AGENT/ORGANISMS	P	S/36	CPL
MOS 2340, AMMUNITION OFFICER				
2340.1.1	..... MANAGE OPERATION OF A MAGAZINE AREA	S	12	WO
2340.1.2	..... ESTABLISH/MANAGE A FIELD AMMUNITION SUPPLY POINT (FASP)	P	S/12	WO
2340.2.1	..... MANAGE AMMUNITION SAFETY PROGRAM	S	12	WO
2340.2.2	..... MANAGE ENVIRONMENTAL SAFETY PROGRAM	S	12	WO
2340.2.3	..... MANAGE AMMUNITION SECURITY PROGRAM	S	12	WO
2340.2.4	..... ESTABLISH AN AMMUNITION INSPECTION PROGRAM	S	12	WO
2340 3.1	..... MANAGE PREPARATION OF AMMUNITION FOR TRANSPORT	S	12	WO
2340.4.1	..... PERFORM AS DIRECT SUPPORT PLATOON COMMANDER	P	S/12	WO
2340 4.2	..... PERFORM AS DIRECT SUPPORT PLATOON OPERATIONS OFFICER	P	S/12	WO
2340.4.3	..... PERFORM AS GENERAL SUPPORT PLATOON OPERATIONS OFFICER	P	S/12	CW03
2340.4.4	..... PERFORM AS GENERAL SUPPORT PLATOON COMMANDER	P	S/12	CW03
2340.4.5	..... PERFORM AS OPERATIONS OFFICER OF AMMUNITION COMPANY	P	S/12	CW04
2340.4.6	..... PERFORM AS OFFICER IN CHARGE, MARINE ELEMENT USAOMMCS	P	S/12	CW05
2340.4.7	..... PERFORM AS OPERATIONS OFFICER, PLANS, LOGISTICS AND POLICIES, MARCORSYSCOM	P	S/12	CW05
2340.4.8	..... PERFORM AS COMPANY COMMANDER, AMMUNITION COMPANY	P	S/12	CAPT
2340 4.9	..... PERFORM AS DIVISION AMMUNITION OFFICER	P	S/12	CAPT
2240.4.10	..... PERFORM AS MARFORLANT/MARFORPAC AMMUNITION OFFICER	P	S/12	MAJ
2340.4.11	..... PERFORM AS MEF AMMUNITION OFFICER	P	S/12	MAJ
2340.5.1	..... ESTABLISH/MANAGE A TECHNICAL LIBRARY	S	12	WO
2340.5.2	..... PROVIDE AMMUNITION SUPPORT FOR MEB	S	12	CW02
2340.5.3	..... DEVELOP LOGISTICS PLANS AND POLICIES RELATED TO CLASS V(W)	P	S/12	LTCOL
2340.6.1	..... MANAGE MARINE CORPS OWNED CLASS V(W)	S	12	CW02
2340.6.2	..... MONITOR THE DEVELOPMENT AND EXECUTION OF PLANS AND INSTRUCTIONS	P	S/12	CW02
2340.6.3	..... ADMINISTER LIAISON ACTIVITIES	S	12	CW02
2340.6.4	..... PERFORM ON JOINT OPERATIONAL STAFF	P	S/12	CAPT
2340.6.5	..... PERFORM AS JOINT MUNITIONS OFFICER	P	S/12	MAJ
2340.6.6	..... CONDUCT DELIBERATE PLANNING	P	S/12	CW02
2340.7.1	..... DETERMINE CLASS V(W) REQUIREMENTS	P	S/12	WO
2340.7.2	..... PLAN SPREADLOADING OF CLASS V(W) PWRMR	P	S/12	WO

TASK NUMBER	TASK	FS	MOJT SUST	Grade
2340.7.3	..... VALIDATE THE MARSO		S/12	CWO2
2340.7.4	..... PERFORM RESEARCH, DEVELOPMENT, AND ACQUISITION ACTIVITIES	P	S/12	CWO2
2340.7.5	..... IDENTIFY INVENTORY MANAGEMENT CONCEPTS		S/12	CWO2
2340.7.6	..... IDENTIFY MAINTENANCE/QUALITY ASSURANCE CONCEPTS	P	S/12	CWO2
2340.7.7	..... IDENTIFY THE ROLE OF THE SMCA	S	12	CWO2
2340.7.8	..... IDENTIFY THE COMMAND ROLE	S	12	CWO2
2340.7.9	..... FORMULATE THE CLASS V(W) BUDGET	S	12	CAPT
2340.7.10	..... PROCURE AMMUNITION THROUGH 5MCA	P	S/12	CAPT
2340.7.11	..... PROCURE AMMUNITION FROM COMMERCIAL SOURCES	P	S/12	CAPT
2340.7.12	..... MANAGE RESEARCH AND DEVELOPMENT (R&D) PROGRAMS	S	12	CAPT
2340.7.13	..... MONITOR AMMUNITION RELATED RESEARCH AND DEVELOPMENT (R&D) PROGRAMS	S	12	CAPT
2340.7.14	..... MONITOR CHANGES TO AMMUNITION REQUIREMENTS	S	12	CAPT
2340.8.1	..... PROVIDE COMBAT SERVICE SUPPORT FOR CLASS V(W)	P	S/12	WO
2340.8.2	..... PLAN/MANAGE CLASS V(W) SUPPLY SUPPORT	P	S/12	WO
2340.8.3	..... PLAN/MANAGE CLASS V(W) TRANSPORTATION SUPPORT	P	S/12	WO
2340.8.4	..... PLAN/MANAGE CLASS V(W) RELATED DELIBERATE ENGINEERING SUPPORT	P	S/12	WO
2340.8.5	..... PLAN/MANAGE CLASS V(W) RELATED SERVICE SUPPORT	P	S/12	WO
2340.8.6	..... PROVIDE CLASS V(W) SUPPORT FOR JOINT OPERATIONS	P	S/12	WO
2340.9.1	..... MANAGE COMBAT DISPOSAL OPERATIONS		S/12	WO2
 <u>MOS 2311, AMMUNITION TECHNICIAN</u>				
2311.1.1	..... ISSUE AMMUNITION	S	12	PVT
2311.1.2	..... RETURN AMMUNITION TO STOCK	S	12	PVT
2311.1.3	..... IDENTIFY AMMUNITION	S	12	PVT
2311.2.1	..... STACK AMMUNITION	S	12	PVT
2311.2.2	..... MAINTAIN HAND TOOLS ASSOCIATED WITH AMMUNITION OPERATIONS	S	12	PVT
2311.2.3	..... DETERMINE AMMUNITION STORAGE CLASSIFICATION	S	12	CPL
2311.2.4	..... SUPERVISE HOUSEKEEPING OF AN AMMUNITION STORAGE AREA	S	12	CPL
2311.2.5	..... SUPERVISE OPERATION OF A MAGAZINE AREA	S	12	SSGT
2311.2.6	..... ESTABLISH/SUPERVISE A FIELD AMMUNITION SUPPLY POINT (FASP)	P	S/12	SSGT
2311.3.1	..... RESPOND TO AMMUNITION STORAGE FIRE	S	3	PVT
2311.3.2	..... PREVENT FIRES IN AN AMMUNITION STORAGE AREA	S	3	PVT
2311.3.3	..... IDENTIFY HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE (HERO)	S	12	CPL
2311.3.4	..... SUPERVISE AMMUNITION SAFETY PROGRAM	S	12	SSGT

ENCLOSURE (3)

TASK NUMBER	TASK	FS	MOJT SUST	Grade	
2311.3.5	..... SUPERVISE ENVIRONMENTAL SAFETY PROGRAM	S	12	SSGT	j)
2311.4.1	..... SUPERVISE AN AMMUNITION SECURITY PROGRAM	S	12	SSGT	
2311.5.1	..... INSPECT AMMUNITION IN STORAGE	P	12	PVT	
2311.5.2	..... INSPECT AMMUNITION RETURNS	P	12	LCPL	
2311.5.3	..... SUPERVISE AN AMMUNITION INSPECTION PROGRAM	P	S/12	SSGT	
2311.6.1	..... PREPARE AMMUNITION FOR SHIPMENT	P	12	PVT	
2311.6.2	..... INSPECT AMMUNITION VEHICLES	P	12	PVT	
2311.6.3	..... CERTIFY THE INSPECTION OF AMMUNITION VEHICLES	S	12	LCPL	
2311.6.4	..... DIRECT DISPATCH OF AMMUNITION TRANSPORTERS	S	12	SGT	
2311.6.5	..... SUPERVISE PREPARATION OF AMMUNITION FOR TRANSPORT	S	12	SSGT	
2311.7.1	..... PREPARE AMMUNITION STOCK RECORDS	S	12	PVT	
2311.7.2	..... MAINTAIN AMMUNITION RECORDS	S	12	PVT	
2311.7.3	..... INVENTORY AMMUNITION	S	12	LCPL	
231&.7.4	..... PROCESS AMMUNITION AFFECTED BY NOTICE OF AMMUNITION RECLASSIFICATION (NAR)	S	12	LCPL	
2311.7.5	..... COMPUTE AMMUNITION COMBAT REQUIREMENTS	S	12	SGT	
2311.7.6	..... COMPUTE AMMUNITION TRAINING REQUIREMENTS	S	12	SGT	
2311.7.7	..... REQUISITION AMMUNITION	S	12	SGT	
2311.7.8	..... PROCESS REQUISITION DOCUMENTATION	S	12	SGT	
2311.7.9	..... PROCESS RECEIPT DOCUMENTATION	S	12	SGT	
2311.7.10	..... INITIATE ALLOWANCE RECORDS	S	12	SGT	
2311.8.1	..... PLAN EMERGENCY DESTRUCTION OF CLASS V STORAGE	S	12	CPL	
2311.8.2	..... PREPARE FOR EMERGENCY DESTRUCTION BY BURNING	S	12	CPL	
2311.8.3	..... PREPARE FOR EMERGENCY DESTRUCTION BY DETONATION	S	12	CPL	
2311.8.4	..... EXECUTE EMERGENCY DESTRUCTION OF CLASS V MATERIEL IN STORAGE	S	12	CPL	
2311.8.5	..... SUPERVISE EMERGENCY DESTRUCTION	S	12	SSGT	
2311.9.1	..... UTILIZE A TECHNICAL LIBRARY	P	12	LCPL	
2311.9.2	..... MAINTAIN A TECHNICAL LIBRARY	S	12	CPL	
2311.9.3	..... PREPARE AMMUNITION REPORTS	S	12	SGT	
2311.9.4	..... PLAN AMMUNITION SUPPORT FOR OPERATIONS	S	12	SGT	
2311.9.5	..... ESTABLISH/SUPERVISE A TECHNICAL LIBRARY	S	12	SSGT	
2311.9.6	..... PERFORM AS DIVISION AMMUNITION CHIEF	P	S/12	MGYSGT	
2311.9.7	..... PERFORM AS OPERATIONS CHIEF, AMMUNITION COMPANY	P	S/12	MGYSGT	
2311.10.1	..... MANAGE MARINE CORPS OWNED CLASS V(W)	S	12	GYSGT	
2311.10.2	..... MONITOR THE DEVELOPMENT AND EXECUTION OF PLANS AND INSTRUCTIONS	S	12	GYSGT	

TASK NUMBER	TASK	FS	MOJT SUST	Grade
2311.10.3	ADMINISTER LIAISON ACTIVITIES	S	12	GYSGT
2311.11.1	DETERMINE CLASS V(W) REQUIREMENTS	S	12	SSGT
2311.11.2	PLAN SPREADLOAD CLASS V(W) PWRMR	P	S/12	SSGT
2311.12.1	VALIDATE THE MARSO	P	S/12	GYSGT
2311.12.2	IDENTIFY RESEARCH, DEVELOPMENT, AND ACQUISITION CONCEPTS	P	S/12	GYSGT
2311.12.3	IDENTIFY INVENTORY MANAGEMENT CONCEPTS	P	S/12	GYSGT
2311.12.4	IDENTIFY MAINTENANCE AND QUALITY ASSURANCE CONCEPTS	P	S/12	GYSGT
2311.12.5	IDENTIFY THE ROLE OF THE SMCA	P	S/12	GYSGT
2311.12.6	IDENTIFY THE CONCEPT OF THE CRANE ROLE	S	12	GYSGT
2311.12.7	IDENTIFY THE CONCEPT OF MCPD, FALLBROOK	S	12	GYSGT
2311.13.1	IDENTIFY COMBAT SERVICE SUPPORT CONCEPTS FOR CLASS V(W)	P	S/12	SGT
2311.13.2	PROVIDE CLASS V(W) SUPPLY SUPPORT	P	S/12	SGT
2311.13.3	COORDINATE CLASS V(W) TRANSPORTATION SUPPORT	S	12	SGT
2311.13.4	COORDINATE CLASS V(W) RELATED DELIBERATE ENGINEERING SUPPORT	P	S/12	SGT
2311.13.5	COORDINATE CLASS V(W) RELATED SERVICE SUPPORT	P	S/12	SGT
2311.13.6	PROVIDE CLASS V(W) SUPPORT FOR JOINT OPERATIONS	P	S/12	SSGT
2311.14.1	CONDUCT DELIBERATE PLANNING	S	12	MSGT
2311.15.1	PERFORM COMBAT DISPOSAL OPERATIONS		S\12	LCPL
2311.15.2	SUPERVISE COMBAT DISPOSAL OPERATIONS		S/12	SSGT

COMMON ITS LISTING

1. General. This enclosure provides a cross reference of ITS's common to more than one MOS within OccFld 23. It is designed to assist the trainer in consolidating training for common tasks. Essential subjects ITS's are not listed since all Marines, regardless of MOS or grade, must be able to achieve the standard for those tasks.
2. Format. The enclosure lists the Task Title for each common task within the Occfld. Common Task Numbers follow each Task Title.

TASK NUMBER EXAMPLE: 2305.1.2

- o 2305 refers to the applicable EXPLOSIVE ORDNANCE DISPOSAL OFFICER.
- o .1 refers to the Duty Area within the MOS; in this case, "ADMINISTRATION".
- o .2 refers to the Task; in this case, "Conduct a noncombatant emergency evacuation operation".

TASK TITLE	COMMON	TASK	NUMBERS
ADMINISTER LIAISON ACTIVITIES	2311.10.3		2340.6.3
ASSEMBLE AND OPERATE REMOTELY CONTROLLED EOD TOOL (RCT) BET	2305.5.4		2336.5.4
CALCULATE DOWNWIND TOXIC CHEMICAL VAPOR AREA	2305.7.4		2336.7.4
CLEAR SURFACE ORDNANCE FROM IMPACT AREA (RANGE SWEEP)	2305.3.6		2336.3.6
COMPUTE CLASS V REQUIREMENTS IN SUPPORT OF UNIT OPERATIONS	2305.1.5		2336.1.4
CONDUCT DELIBERATE PLANNING	2311.14.1		2340.6.6
CONDUCT EOD SUPPORT OF VERY IMPORTANT PERSON (VIP) OPERATIONS	2305.1.2		2336.1.3
DESENSITIZE EXPLOSIVES	2305.3.13		2336.3.14
DETERMINE CLASS V(W) REQUIREMENTS	2311.11.1		2340.7.1
DIRECT EOD OPERATIONS	2305.1.1		2336.1.1
DISASSEMBLE/INERT KNOWN OR UNKNOWN ORDNANCE FOR INTELLIGENCE PURPOSES	2305.3.3		2336.3.3
DISASSEMBLE/INERT ORDNANCE TO MANUFACTURE INERT TRAINING AIDS AND MAINTAIN MOB PROFICIENCY SKILLS	2305.3.12		2336.3.13
DISPOSE OF SOLID OR GRANULAR PROPELLANTS	2305.3.14		2336.3.15
DISPOSE/NEUTRALIZE BIOLOGICAL AGENT/ORGANISMS	2305.7.6		2336.7.6
ESTIMATE LOCATION OF BURIED UNEXPLODED ORDNANCE (UXO)	2305.4.1		2336.4.1
IDENTIFY EXPLOSIVES AND DEMOLITION MATERIEL	2305.3.7		2336.3.7
IDENTIFY INVENTORY MANAGEMENT CONCEPTS	2311.12.3		2340.7.5
IDENTIFY THE ROLE OF THE SMCA	2311.12.5		2340.7.7
IDENTIFY UNDERWATER ORDNANCE	2305.3.2		2336.3.2
IDENTIFY UNKNOWN UNEXPLODED ORDNANCE (UXO)	2305.3.8		2336.3.8

TASK TITLE	COMMON	TASK	NUMBERS
INITIATE A MK 2 .50 CALIBER DEARMER	2305.3.18		2336.3.16
INITIATE AN ELECTRIC FIRING SYSTEM	2305.2.1		2336.2.1
INITIATE AN M122 REMOTE FIRING DEVICE	2305.2.2		2336.2.2
LOCATE BURIED ORDNANCE USING ORDNANCE LOCATOR	2305.4.2		2336.4.2
MANAGE MARINE CORPS OWNED CLASS V(W)	2311.10.1		2340.6.1
MONITOR THE DEVELOPMENT AND EXECUTION OF PLANS AND INSTRUCTIONS	2311.10.2		2340.6.2
OPERATE THE MK26 ORDNANCE LOCATOR	2305.4.3		2336.4.3
OPERATE THE MK32 (X-RAY) EQUIPMENT	2305.5.1		2336.5.1
OPERATE THE MK62 MOO 0 STEAM GENERATOR	2305.3.17		2336.3.20
PERFORM A NONELECTRIC FIRING PROCEDURE	2305.2.5		2336.2.5
PERFORM EOD PROCEDURES TO REMOVE LODGED PROJECTILE FROM A GUN TUBE	2305.3.10		2336.3.11
PERFORM EOD PROCEDURES USING TAPE AND LINE TECHNIQUES	2305.3.16		2336.3.18
PERFORM LEAK-SEALING PROCEDURES ON CHEMICAL MUNITIONS	2305.7.5		2336.7.5
PERFORM RADIOACTIVITY TEST USING RADIAC SETS	2305.7.1		2336.7.1
PERFORM RENDER SAFE PROCEDURE (RSP) ON AIRCRAFT EXPLOSIVE HAZARDS	2305.6.1		2336.6.1
PERFORM RENDER SAFE PROCEDURE (RSP) ON SUSPECTED IMPROVISED EXPLOSIVE DEVICE (IED)	2305.5.3		2336.5.3
PERFORM RENDER SAFE PROCEDURE (RSP)/ DISPOSAL OF UNKNOWN UNEXPLODED ORDNANCE (UXO)	2305.3.9		2336.3.9
PERFORM SETUP OF THE MECHANICAL REMOTE FUZE DISASSEMBLY KIT	2305.3.1		2336.3.1
PREPARE A DETONATING CORD SYSTEM	2305.2.3		2336.2.3
PREPARE AND OPERATE EOD PHOTOGRAPHIC EQUIPMENT	2305.5.2		2336.5.2
PREPARE INCENDIARY HAND GRENADE(S) FOR REMOTE INITIATION	2305.2.4		2336.2.4
PREPARE SHAPED CHARGES	2305.2.6		2336.2.6
PROVIDE CLASS V(W) SUPPORT FOR JOINT OPERATIONS	2311.13.6		2340.8.6
RECOVER EXPLOSIVE HAZARDS FROM A DAMAGED/CRASHED AIRCRAFT	2305.6.2		2336.6.2
REMOVE EXPLOSIVES BY STEAMING/WASHING OUT	2305.3.11		2336.3.12
REMOVE STUCK AIRCRAFT GUN AMMUNITION	2305.3.4		2336.3.4
SELECT DISPOSAL SITE	2305.3.5		2336.3.5
VALIDATE THE MARSO	2311.12.1		2340.7.3
VENT AND BURN CHEMICAL ORDNANCE	2305.7.2		2336.7.2

TRAINING SUPPORT

1. This enclosure identifies training support in four categories for each MOS or the OccFld as a whole. Some of the support items are identified by tasks, groups of tasks, or for the entire task list as follows:

Appendix A: Training Devices, Simulators, and Training Aids

Appendix B: Training Equipment

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: Training Materials

2. If support identified in any appendix does not apply, the appendix will be included stating: "DOES NOT APPLY TO THIS MOS/OCCFLD."

ENCLOSURE (5)

TRAINING DEVICES, SIMULATORS, AND TRAINING AIDS

COMMANDERS AND TRAINERS SHOULD CONTACT FORMAL SCHOOLS, MARINE CORPS INSTITUTE, AND LOCAL AUDIOVISUAL CENTERS FOR AVAILABLE TRAINING DEVICES, SIMULATORS, AND TRAINING AIDS.

EOD UNITS MAINTAIN INERT ORDNANCE TRAINING AIDS TO BE UTILIZED BY EOD PERSONNEL DURING TRAINING EVOLUTIONS.

Appendix A to  
ENCLOSURE (5)

5-A-1



TRAINING EQUIPMENT

MOS 2305/2336

EQUIPMENT ITEM	NSN
M122 Remote Firing Device	1375-01-021-060
MK-1 MOD 3 Tool Set, Surface Type	1385-01-029-9543
MK-2 MOD 1 Dearthmer	1385-01-029-3190
Protective Clothing	8415-00-066-4514
Tool Set, BOD, Field Operations Set	5180-00-754-0644
Tool Set, ZOO, MK-26 Ordnance Locator	1385-01-136-0131
Tool Set, EOD, MK-32 Radiographic	1385-01-270-4670
Tool Set, FOD, Nuclear Weapons	1385-00-972-0960
Tool Set, Mechanical Remote Fuze Disassembly Kit, MK-121	1385-01-207-3619
M18A2 Chemical Detector Kit	6665-00-903-4767
MK 2 MOD 0 Remote Control Transporter	1385-01-362-4811
MK 62 MOD 0 Steam Generator	1385-01-350-3317

Appendix B to  
ENCLOSURE (5)

AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

This appendix identifies ammunition, explosive and pyrotechnics (CLASS V) requirements for a task.

- o The first column is the task number.
- o The second column identifies the Department of Defense Identification Code (DODIC).
- o The third column is the Nomenclature pertaining to the DODIC.
- o The fourth column, "Initial Proficiency," identifies the quantity of CLASS V each trainee will expend to achieve initial proficiency in this task.
- o The fifth column, "Per Iteration," lists the quantity of CLASS V expended to maintain proficiency after initial proficiency is achieved.
- o The sixth column, Annual Sustainment, provides the amount of CLASS V required for one Marine to maintain proficiency in this task for a one year period. Annual sustainment quantities are derived by the following formula:

12 Months Divided By Sustainment Factor Times Per  
Iteration Equals Annual Sustainment

Example: Take the Sustainment Factor from Enclosure (3). Divide this number into 12 months to find out how many times per year a task must be re-evaluated or retrained:

- \* TASK 1330.1.5 has a sustainment factor of 3.
- \* This number divided into 12, tells you the task has to be retrained four times per year (every three months).
- \* Multiply 4 times the "per iteration" factor to find the annual sustainment quantity.

12 months/3 x 4 = 16

It takes 16, 12 gauge buckshot rounds to maintain proficiency in this task every year.

DEMOLITION MATERIALS USED FOR ANY GIVEN TRAINING EVENT MAY BE DIFFERENT, SUBJECT TO ORDNANCE ITEM/RESIDUE BEING DISPOSED  
DEMOLITION MATERIAL TO BE USED WILL BE DETERMINED ON TRAINING ITEMS AVAILABLE.

TASK	DODIC	NOMENCLATURE
2305/2336.X	M023	Chg, Demolition 1 1/4 1b C-4
INITIAL	PER	ANNUAL
PROFICIENCY	ITERATION	SUSTAINMENT
0	7	
2305/2336.X	M130	Cap, Blasting SPL Elec
0	16	
2305/2336.X	A555	Ctg, Cal .50 Ball
0	4	
2305/2336.X	M131	Cap, Blasting Non-Elec
0	17	
2305/2336.X	M174	Ctg, Cal .50 Impulse
0	4	
2305/2336.X	M456	Cord, Detonating (ft)
0	238	
2305/2336.X	M670	Fuze, Time Blasting (ft)
0	144	
2305/2336.X	M766	Igniter, Fuze, Time Blasting
0	22	
2305/2336.X	G900	Grenade, Hand Incendiary
0	4	
2305/2336.X	M474/M484	- Container, Chg Demo MKS 1-7
0	TBD	
2340/2311.X	1305	Small Arms Ammo, (Less HEI), up to 37mm
INITIAL	PER	ANNUAL
PROFICIENCY	ITERATION	SUSTAINMENT
5110	5110	10220
2340/2311.X	1310	Mortar/Artillery Projectiles
2	2	4
2340/2311.X	1315	Mortar/Artillery Propellants
4	4	8
2340/2311.X	1320	Large Caliber Artillery Propellants
2	2	4
2340/2311.X	1325	Cluster Bombs, Gen Purp Bombs, Bomb Fuzes
1	1	2
2340/2311.X	1330	Smoke/pyrotechnic Grenades
7	7	14
2340/2311.X	1340	Rocket Motors, Propellants, Uncased Only
2	2	4
2340/2311.X	1345	Explosive Mines
1	1	2
2340/2311.X	1365	Smoke Pots
1	1	2

TASK	DODIC	NOMENCLATURE
2340/2311.X	1370	Signals, Flares, Markers, Fuses
INITIAL	PER	ANNUAL
PROFICIENCY	ITERATION	SUSTAINMENT
5	5	10
2340/2311.X	1375	Time Fuse, Fuse Lighters, Commercial Dynamites
10	10	20
2340/2311.X	1377	Ctg Actuated/Propellant Actuated Devices, AEDs
5	5	10
2340/2311.X	1385	Special Purpose Explosive Demolition Items
5	5	10
2340/2311.X	1390	Class C Artillery Fuzes, Primers
32	32	64
2340/2311.X	1410	Guided Missiles
1	1	2
2340/2311.X	1425	Guided Missiles
1	1	2
2340/2311.X	1427	Guided Missiles
1	1	2
2340/2311.X	8140	Packaging Materials, Combustible
50	50	100

MCO 1510.78A  
14 Dec 94

TRAINING MATERIALS

THIS ENCLOSURE IS NOT APPLICABLE

Appendix D to  
ENCLOSURE (5)

5-D-1

INDIVIDUAL TRAINING STANDARDS FOR AMMUNITION AND EXPLOSIVE ORDNANCE  
DISPOSAL OCCUPATIONAL FIELD (OCCFLD) 23

MOS 2305, EXPLOSIVE ORDNANCE DISPOSAL OFFICER

DUTY AREA 1 - ADMINISTRATION

TASK 2305.1.1	.....	6-A-1
	DIRECT EOD OPERATIONS	
TASK 2305.1.2	.....	6-A-1
	CONDUCT EOD SUPPORT OF VERY IMPORTANT PERSON (VIP) OPERATIONS	
TASK 2305.1.3	.....	6-A-2
	ESTABLISH ACCIDENT/INCIDENT RESPONSE PLAN	
TASK 2305.1.4	.....	6-A-2
	CONDUCT EOD PERSONNEL INTERVIEW	
TASK 2305.1.5	.....	6-A-3
	COMPUTE CLASS V REQUIREMENTS IN SUPPORT OF UNIT OPERATIONS	
TASK 2305.1.6	.....	6-A-4
	PREPARE STANDING OPERATING PROCEDURES (SOP) FOR EOD UNIT	

DUTY AREA 2 - DEMOLITION TOOLS AND PROCEDURES

TASK 2305.2.1	.....	6-A-5
	INITIATE AN ELECTRIC FIRING SYSTEM	
TASK 2305.2.2	.....	6-A-5
	INITIATE AN M122 REMOTE FIRING DEVICE	
TASK 2305.2.3	.....	6-A-6
	PREPARE A DETONATING CORD SYSTEM	
TASK 2305.2.4	.....	6-A-6
	PREPARE INCENDIARY HAND GRENADE(S) FOR REMOTE INITIATION	
TASK 2305.2.5	.....	6-A-7
	PERFORM A NONELECTRIC FIRING PROCEDURE	
TASK 2305.2.6	.....	6-A-7
	PREPARE SHAPED CHARGES	

DUTY AREA 3 - CONVENTIONAL UNEXPLODED ORDNANCE

TASK 2305.3.1	.....	6-A-8
	PERFORM SETUP OF THE MECHANICAL REMOTE FUZE DISASSEMBLY KIT	
TASK 2305.3.2	.....	6-A-8
	IDENTIFY UNDERWATER ORDNANCE	
TASK 2305.3.3	.....	6-A-9
	DISASSEMBLE/INERT KNOWN OR UNKNOWN ORDNANCE FOR INTELLIGENCE PURPOSES	
TASK 2305.3.4	.....	6-A-10
	REMOVE STUCK AIRCRAFT GUN AMMUNITION	
TASK 2305.3.5	.....	6-A-10
	SELECT DISPOSAL SITE	
TASK 2305.3.6	.....	6-A-11
	CLEAR SURFACE ORDNANCE FROM IMPACT AREA (RANGE SWEEP)	
TASK 2305.3.7	.....	6-A-11
	IDENTIFY EXPLOSIVES AND DEMOLITION MATERIEL	
TASK 2305.3.8	.....	6-A-11
	IDENTIFY UNKNOWN UNEXPLODED ORDNANCE (UXO)	
TASK 2305.3.9	.....	6-A-12
	PERFORM RENDER SAFE PROCEDURE (RSP)/ DISPOSAL OF UNKNOWN UNEXPLODED ORDNANCE (UXO)	
TASK 2305.3.10	.....	6-A-12
	PERFORM EOD PROCEDURES TO REMOVE LODGED PROJECTILE FROM A GUN TUBE	
TASK 2305.3.11	.....	6-A-13
	REMOVE EXPLOSIVES BY STEAMING/WASHING OUT	
TASK 2305.3.12	.....	6-A-13
	DISASSEMBLE/INERT ORDNANCE TO MANUFACTURE INERT TRAINING AIDS AND MAINTAIN MOS PROFICIENCY SKILLS	
TASK 2305.3.13	.....	6-A-14
	DESENSITIZE EXPLOSIVES	
TASK 2305.3.14	.....	6-A-14
	DISPOSE OF SOLID OR GRANULAR PROPELLANTS	
TASK 2305.3.15	.....	6-A-15
	INITIATE AN MK 1 MOD 3 REMOTE WRENCH	
TASK 2305.3.16	.....	6-A-15
	PERFORM EOD PROCEDURES USING TAPE AND LINE TECHNIQUES	
TASK 2305.3.17	.....	6-A-16
	OPERATE THE MK62 MOD 0 STEAM GENERATOR	

ENCLOSURE (6)

TASK 2305.3.18	.....	6-A-16
INITIATE A MK 2 .50 CALIBER DEARMER		
<u>DUTY AREA 4 - RECOVERY OF BURIED ORDNANCE</u>		
TASK 2305.4.1	.....	6-A-17
ESTIMATE LOCATION OF BURIED UNEXPLODED ORDNANCE (UXO)		
TASK 2305.4.2	.....	6-A-17
LOCATE BURIED ORDNANCE USING ORDNANCE LOCATOR		
TASK 2305.4.3	.....	6-A-18
OPERATE TEE MK26 ORDNANCE LOCATOR		
<u>DUTY AREA 5 - IMPROVISED EXPLOSIVE DEVICES</u>		
TASK 2305.5.1	.....	6-A-18
OPERATE THE MK32 (X-RAY) EQUIPMENT		
TASK 2305.5.2	.....	6-A-19
PREPARE AND OPERATE EOD PHOTOGRAPHIC EQUIPMENT		
TASK 2305.5.3	.....	6-A-19
PERFORM RENDER SAFE PROCEDURE (RSP) ON SUSPECTED IMPROVISED EXPLOSIVE DEVICE (IED)		
TASK 2305.5.4	.....	6-A-20
ASSEMBLE AND OPERATE REMOTELY CONTROLLED EOD TOOL (RCT) SET		
<u>DUTY AREA 6 - RECOVERY OF MISCELLANEOUS AIRCRAFT EXPLOSIVE DEVICES AND ORDNANCE</u>		
TASK 2305.6.1	.....	6-A-20
PERFORM RENDER SAFE PROCEDURE (RSP) ON AIRCRAFT EXPLOSIVE HAZARDS		
TASK 2305.6.2	.....	6-A-21
RECOVER EXPLOSIVE HAZARDS FROM A DAMAGED/ CRASHED AIRCRAFT		
<u>DUTY AREA 7 - NUCLEAR/BIOLOGICAL/CHEMICAL OPERATIONS</u>		
TASK 2305.7.1	.....	6-A-21
PERFORM RADIOACTIVITY TEST USING RADIAC SETS		
TASK 2305.7.2	.....	6-A-22
VENT AND BURN CHEMICAL ORDNANCE		
TASK 2305.7.3	.....	6-A-22
PERFORM TOXIC CHEMICAL AGENT TESTS USING THE M18A2 CHEMICAL DETECTOR KIT		
TASK 2305.7.4	.....	6-A-23
CALCULATE DOWNWIND TOXIC CHEMICAL VAPOR AREA		
TASK 2305.7.5	.....	6-A-23
PERFORM LEAK-SEALING PROCEDURES ON CHEMICAL MUNITIONS		
TASK 2305.7.6	.....	6-A-24
DISPOSE/NEUTRALIZE BIOLOGICAL AGENT/ORGANISMS		

MOS 2336, EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN

<u>DUTY AREA 1 - ADMINISTRATION</u>		
TASK 2336.1.1	..... DIRECT EOD OPERATIONS	6-B-1
TASK 2336.1.2	..... SUPERVISE EOD OPERATIONS	6-B-1
TASK 2336.1.3	..... CONDUCT EOD SUPPORT OF VERY IMPORTANT PERSON (VIP) OPERATIONS	6-B-2
TASK 2336.1.4	..... COMPUTE CLASS V REQUIREMENTS IN SUPPORT OF UNIT OPERATIONS	6-B-2
<u>DUTY AREA 2 - DEMOLITION TOOLS AND PROCEDURES</u>		
TASK 2336.2.1	..... INITIATE AN ELECTRIC FIRING SYSTEM	6-B-3
TASK 2336.2.2	..... INITIATE AN M122 REMOTE FIRING DEVICE	6-B-4
TASK 2336.2.3	..... PREPARE A DETONATING CORD SYSTEM	6-B-5
TASK 2336.2.4	..... PREPARE INCENDIARY HAND GRENADE(S) FOR REMOTE INITIATION	6-B-5
TASK 2336.2.5	..... PERFORM A NONELECTRIC FIRING PROCEDURE	6-B-5
TASK 2336.2.6	..... PREPARE SHAPED CHARGES	6-B-6
<u>DUTY AREA 3 - CONVENTIONAL UNEXPLODED ORDNANCE</u>		
TASK 2336.3.1	..... PERFORM SETUP OF THE MECHANICAL REMOTE FUZE DISASSEMBLY KIT	6-B-7
TASK 2336.3.2	..... IDENTIFY UNDERWATER ORDNANCE	6-B-7
TASK 2336.3.3	..... DISASSEMBLE/INERT KNOWN OR UNKNOWN ORDNANCE FOR INTELLIGENCE PURPOSES	6-B-8
TASK 2336.3.4	..... REMOVE STUCK AIRCRAFT GUN AMMUNITION	6-B-8
TASK 2336.3.5	..... SELECT DISPOSAL SITE	6-B-9
TASK 2336.3.6	..... CLEAR SURFACE ORDNANCE FROM IMPACT AREA (RANGE SWEEP)	6-B-9
TASK 2336.3.7	..... IDENTIFY EXPLOSIVES AND DEMOLITION MATERIEL	6-B-10
TASK 2336.3.8	..... IDENTIFY UNKNOWN UNEXPLODED ORDNANCE (UXO)	6-B-10
TASK 2336.3.9	..... PERFORM RENDER SAFE PROCEDURE (RSP)/ DISPOSAL OF UNKNOWN UNEXPLODED ORDNANCE (UXO)	6-B-11
TASK 2336.3.10	..... DISPOSE OF UNSERVICEABLE AMMUNITION	6-B-11
TASK 2336.3.11	..... PERFORM EOD PROCEDURES TO REMOVE LODGED PROJECTILE FROM A GUN TUBE	6-B-12
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MOS 2340, AMMUNITION OFFICER

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	MANAGE AMMUNITION SECURITY PROGRAM	
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	PERFORM AS COMPANY COMMANDER, AMMUNITION COMPANY	
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	PERFORM AS MARFORLANT/MARFORPAC AMMUNITION OFFICER	
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<u>DUTY AREA 5 - ADMINISTRATION AND PLANNING</u>		
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TASK 2340.5.2	.....	6-C-14
	PROVIDE AMMUNITION SUPPORT FOR MEB	
TASK 2340.5.3	.....	6-C-15
	DEVELOP LOGISTICS PLANS AND POLICIES RELATED TO CLASS V(W)	
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	MANAGE MARINE CORPS OWNED CLASS V(W)	
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TASK 2340.8.6	..... PROVIDE CLASS V(W) SUPPORT FOR JOINT OPERATIONS	6-C-30
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MOS 2311, AMMUNITION TECHNICIAN

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	IDENTIFY AMMUNITION	
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	STACK AMMUNITION	
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	SUPERVISE HOUSEKEEPING OF AN AMMUNITION STORAGE AREA	
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	SUPERVISE OPERATION OF A MAGAZINE AREA	
TASK 2311.2.6	.....	6-D-5
	ESTABLISH/SUPERVISE A FIELD AMMUNITION SUPPLY POINT (FASP)	
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	IDENTIFY HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE (HERO)	
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	SUPERVISE AMMUNITION SAFETY PROGRAM	
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	SUPERVISE AN AMMUNITION SECURITY PROGRAM	
<u>DUTY AREA 5 - AMMUNITION INSPECTION</u>		
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	INSPECT AMMUNITION IN STORAGE	
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	INSPECT AMMUNITION RETURNS	
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	SUPERVISE AN AMMUNITION INSPECTION PROGRAM	
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TASK 2311.6.1	.....	6-D-12
	PREPARE AMMUNITION FOR SHIPMENT	
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	PREPARE AMMUNITION STOCK RECORDS	
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	PROCESS AMMUNITION AFFECTED BY NOTICE OF	
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	COMPUTE AMMUNITION COMBAT REQUIREMENTS	
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	REQUISITION AMMUNITION	
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	PROCESS REQUISITION DOCUMENTATION	
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	EXECUTE EMERGENCY DESTRUCTION OF CLASS V	
	MATERIEL IN STORAGE	
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	SUPERVISE EMERGENCY DESTRUCTION	
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TASK 2311.9.1	.....	6-D-23
	UTILIZE A TECHNICAL LIBRARY	
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	MAINTAIN A TECHNICAL LIBRARY	
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	PREPARE AMMUNITION REPORTS	
TASK 2311.9.4	.....	6-D-25
	PLAN AMMUNITION SUPPORT FOR OPERATIONS	
TASK 2311.9.5	.....	6-D-25
	ESTABLISH/SUPERVISE A TECHNICAL LIBRARY	
TASK 2311.9.6	.....	6-D-26
	PERFORM AS DIVISION AMMUNITION CHIEF	
TASK 2311.9.7	.....	6-D-26
	PERFORM AS OPERATIONS CHIEF, AMMUNITION	
	COMPANY	
<u>DUTY AREA 10 - LIAISON BILLET</u>		
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	MANAGE MARINE CORPS OWNED CLASS V(W)	
TASK 2311.10.2	.....	6-D-28
	MONITOR THE DEVELOPMENT AND EXECUTION OF	
	PLANS AND INSTRUCTIONS	
TASK 2311.10.3	.....	6-D-29
	ADMINISTER LIAISON ACTIVITIES	
<u>DUTY AREA 11 - RETAIL LOGISTICS ROLE OF CLASS V(W) (MEF LEVEL</u> <u>AMMUNITION OPERATIONS)</u>		
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	DETERMINE CLASS V(W) REQUIREMENTS	
TASK 2311.11.2	.....	6-D-30
	PLAN SPREADLOAD CLASS V(W) PWRMR	
<u>DUTY AREA 12 - WHOLESALE LOGISTICS ROLE OF CLASS V(W)</u>		
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	VALIDATE THE MARSO	
TASK 2311.12.2	.....	6-D-31
	IDENTIFY RESEARCH, DEVELOPMENT, AND	
	ACQUISITION CONCEPTS	
TASK 2311.12.3	.....	6-D-32
	IDENTIFY INVENTORY MANAGEMENT CONCEPTS	
TASK 2311.12.4	.....	6-D-32
	IDENTIFY MAINTENANCE AND QUALITY ASSURANCE	
	CONCEPTS	
TASK 2311.12.5	.....	6-D-33
	IDENTIFY THE ROLE OF THE SMCA	
TASK 2311.12.6	.....	6-D-33
	IDENTIFY THE CONCEPT OF THE CRANE ROLE	

TASK 2311.12.7 .....	6-D-33
IDENTIFY THE CONCEPT OF MCPD, FALLBROOK	
<u>DUTY AREA 13 - COMBAT SERVICE SUPPORT</u>	
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IDENTIFY BAT SERVICE SUPPORT CONCEPTS FOR CLASS V(W)	
TASK 2311.13.2 .....	6-D-34
PROVIDE CLASS V(W) SUPPLY SUPPORT	
TASK 2311.13.3 .....	6-D-35
COORDINATE CLASS V(W) TRANSPORTATION SUPPORT	
TASK 2311.13.4 .....	6-D-36
COORDINATE CLASS V(W) RELATED DELIBERATE ENGINEERING SUPPORT	
TASK 2311.13.5 .....	6-D-36
COORDINATE CLASS V(W) RELATED SERVICE SUPPORT	
TASK 2311.13.6 .....	6-D-36
PROVIDE CLASS V(W) SUPPORT FOR JOINT OPERATIONS	
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CONDUCT DELIBERATE PLANNING	
<u>DUTY AREA 15 - DISPOSAL</u>	
TASK 2311.15.1 .....	6-D-38
PERFORM COMBAT DISPOSAL OPERATIONS	
TASK 2311.15.2 .....	6-D-38
SUPERVISE COMBAT DISPOSAL OPERATIONS	

MOS 2305, EXPLOSIVE ORDNANCE DISPOSAL OFFICER

DUTY AREA 1 - ADMINISTRATION

TASK: 2305.1.1 DIRECT EOD OPERATIONS

CONDITION(S): Given an EOD assignment, EOD personnel, required EOD equipment, and the references.

STANDARD: The Marine will direct EOD operations to include providing technical guidance/advice to commanders and staff planners, managing EOD personnel, and maintaining records on all matters pertaining to EOD per established guidelines.

PERFORMANCE STEPS:

1. Control and manage all EOD team personnel, equipment, and functions.
2. Provide staff input to command and staff sections and to the units requesting support.
3. Provide technical advice to operational planners on establishment of incident categories.
4. Make recommendations for the assignment of priorities for explosive, chemical, nuclear, and biological ordnance reconnaissance and disposal operations.
5. Advise commanders on proper procedures for rendering safe, clearance, temporary storage and disposal of hazardous explosive, chemical, nuclear, and biological ordnance; and clearance/technical evaluation of first seen, unusual, or foreign ordnance.
6. Maintain records on all matters pertaining to EOD operations.

REFERENCE(S):

1. MCO 3571.2E
2. MCO P1200.7H
3. Navy EODB 60 Series Publications
4. FMFM 13-8

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 2305. 1.2 CONDUCT EOD SUPPORT OF VERY IMPORTANT PERSON (VIP) OPERATIONS

CONDITION(S): Given an EOD team, a VIP support mission, a coordinating agent, and the references.

STANDARD: The Marine will conduct EOD support of a VIP operation ensuring that EOD duties support mission requirements.

PERFORMANCE STEPS:

1. Report to a coordinating agent in charge for mission briefing.
2. Develop a search plan.
3. Brief EOD team.
4. Assign EOD personnel to search specific areas. (exterior, interior, and vehicle.)
5. Provide technical advice to the special agent if a bomb threat is received or a suspected device is found.

6. Debrief the EOD team when support mission is complete.
7. Make any reports required.

REFERENCE(S):

1. MCO Manual
2. Navy EODB 60 Series Publications
3. MOO 8027.1C

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 2305.1.3 ESTABLISH ACCIDENT/INCIDENT RESPONSE PLAN

CONDITION(S): Given an accident/incident, a specific area of responsibility, and the references.

STANDARD: The Marine will establish the accident/incident response plan to render safe and dispose of existing hazards.

PERFORMANCE STEPS:

1. Develop incident sheet.
2. Develop procedural requirements:
  - a. Equipment and tools requirements.
  - b. Format and requirements for team briefings.
  - c. Respond to and conduct site reconnaissance.
  - d. Performance of render safe procedures.
  - e. Transport of explosive materials to safe disposal site.
  - f. Disposal of all explosive hazards,

REFERENCE(S):

1. MCO 8027.1C
2. NAVSEA OP 5, Volume I
3. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 2305.1.4 CONDUCT EOD PERSONNEL INTERVIEW

CONDITION(S): Given the Marine's officer qualification record (OQR)/service record book (SRB), health and dental records, scheduled interview, and the references.

STANDARD: The Marine will conduct the interview to determine if the Marine is qualified and suitable to attend the EOD school.

PERFORMANCE STEPS:

1. Review the Marine's OQR/SRB to determine suitability for assignment to the EOD program.

Appendix A to  
ENCLOSURE (6)

2. Obtain the following information as a minimum:
  - a. Name, grade, social security number, and Military Occupational Specialty (MOS).
  - b. Organization and telephone number.
  - c. Name and telephone number of immediate supervisor.
  - d. General Technical (GT) score.
  - e. Clearance, basis, and date completed (if any).
  - f. Proficiency and conduct marks (if applicable).
  - g. Any adverse comments in OQR/SRB that might reflect on reliability.
  - h. Any adverse entries in health/dental records.
3. Conduct the interview to determine the Marine's maturity, appearance, attitude, motivation, and suitability for assignment to the EOD program.

REFERENCE(S):

1. MCO 1200.7H
2. MCO 1210.8A
3. MCO 1220.5H
4. MCO 3571.2E
5. OPNAVINST 5510.1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 2305.1.5 COMPUTE CLASS V REQUIREMENTS IN SUPPORT OF UNIT OPERATIONS

CONDITION(S): Given a list of Class V which will be used in an air or ground operation, the mission of the unit being supported, and the reference.

STANDARD: The Marine will accurately compute the EOD Class V requirements to support the operation.

PERFORMANCE STEPS:

1. Determine the types of ammunition to be used during the operation.
2. Determine the number of each type of ammunition.
3. Determine the amount of C-4 required to destroy one item of each type of ammunition.
4. Calculate the amount of C-4 required to destroy 10 percent of the total of each type of ammunition to be used during the operation.
5. Add the totals of C-4 required to destroy 10 percent of each type of ammunition to be used during the operation.
6. Determine the number of electric or non-electric blasting caps required based on the figure obtained in step 5.
7. Determine the amount of blasting time fuze required, based on the amount and size of each type of ammunition to be destroyed, and the time required to move to a safe area.
8. Determine the amount of detonating cord required.
9. Determine the number of different colored smoke grenades required, based on which are to be used for emergencies, marking of shots, and/or Grade III operations.

Appendix A to  
ENCLOSURE (6)



- 10. Determine the number of incendiary grenades required based on 10 percent of the total number of ordnance items which may require their use.
- 11. Determine the number of impulse cartridges, .50 caliber, based on 10 percent of the total number of fuses requiring their use.
- 12. Add an additional 20 percent of total Class V requirements already computed for contingency purposes and Grade III/retrograde purposes (this percentage may vary based on experience and previous similar operations).
- 13. Submit computed EOD Class V requirements to unit being supported for requisitioning.

REFERENCE(S):

- 1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.1.6 PREPARE STANDING OPERATING PROCEDURES (SOP) FOR EOD UNIT

CONDITION(S): Given a mission statement, turnover folders, EOD forms/records, and the references.

STANDARD: The Marine will prepare an SOP that incorporates historical data, local restrictions, and unit requirements to meet the unit's mission.

PERFORMANCE STEPS:

- 1. Review mission statement and determine unit requirements.
- 2. Identify major functional areas requiring procedural guidance, to include safety and security concerns.
- 3. Compile data and draft SOP.
- 4. Submit SOP to higher headquarters for approval.

REFERENCE(S):

- 1. NAVSEA OP 5, Volume I
- 2. MCO 3571.2E
- 3. MCO P4790.2B

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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Appendix A to  
ENCLOSURE (6)

DUTY AREA 2 - DEMOLITION TOOLS AND PROCEDURES

TASK: 2305.2.1 INITIATE AN ELECTRIC FIRING SYSTEM

CONDITION(S): Given an electric blasting cap(s), demolition equipment, demolition materiel, safe disposal site, an assistant, and the references.

STANDARD: The Marine will initiate an electric firing system observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Check the galvanometer/test set.
2. Test the firing wire.
3. Lay out firing wire.
4. Retest the firing wire.
5. Place demolition charges.
6. Test the electric blasting caps.
7. Connect electric blasting caps to firing wire.
8. Prime the demolition charge with the electric blasting caps.
9. Move to safe area.
10. Test firing circuit for continuity.
11. Operate the blast machine several times before connecting to firing circuit.
12. Connect the blasting machine to the firing circuit.
13. Ensure the area is clear of unauthorized personnel.
14. Initiate the charge.
15. Check area for complete detonation.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. FM 5-25
3. NAVSEA SW60-AA-MMA-010

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.2.2 INITIATE AN M122 REMOTE FIRING DEVICE

CONDITION(S): Given an M122 remote firing device, demolition equipment, demolition materiel, safe disposal area, an assistant, and the references.

STANDARD: The Marine will prepare and initiate M122 remote firing device observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Insert battery in transmitter.

Appendix A to  
ENCLOSURE (6)

- 2. Test transmitter.
- 3. Insert battery in receiver(s).
- 4. Test receiver(s).
- 5. Perform transmitter-receiver(s) test.
- 6. Prepare firing circuit.
- 7. Move to safe area.
- 8. Initiate M122 remote firing device.

REFERENCE(S):

- 1. Th 9-1375-213-12-3&P
- 2. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.2.3 PREPARE A DETONATING CORD SYSTEM

CONDITION(S): Given detonating& cord, demolition equipment, demolition material, safe disposal area, an assistant, and the references.

STANDARD: The Marine will prepare a detonating cord system observing all applicable safety precautions.

PERFORMANCE STEPS:

- 1. Prepare a detonating cord system.
- 2. Connect detonating cord system to firing system.
- 3. Initiate detonating cord system.

REFERENCE(S):

- 1. FM 5-25
- 2. NAVSEA SW60-AA-MMA-010
- 3. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.2.4 PREPARE INCENDIARY HAND GRENADE(S) FOR REMOTE INITIATION

CONDITION(S): Given incendiary hand grenade(s), demolition equipment, demolition materiel, a safe disposal area, an assistant, and the reference.

STANDARD: The Marine will prepare incendiary hand grenades(s) for remote initiation observing all applicable safety precautions.

PERFORMANCE STEPS:

- 1. Determine method of initiation.
- 2. Prepare incendiary hand grenade(s) for initiation.

3. Initiate incendiary hand grenades(s).

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.2.5 PERFORM A NONELECTRIC FIRING PROCEDURE

CONDITION(S): Given nonelectric blasting caps, demolition equipment, demolition material, a safe disposal area, an assistant, and the references.

STANDARD: The Marine will perform a nonelectric firing procedure observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Cut and discard a 6-inch length from free end of time fuze roll.
2. Cut off and test burn 6 feet of time fuze to find the burning rate per foot.
3. Cut the time fuze long enough to permit the person detonating the charge to reach the safe area by walking prior to the explosion, (Minimum of 6 foot length)
4. Attach fuze igniter to a free end of cut time fuse.
5. Inspect blasting caps for damage and foreign debris.
6. Crimp caps to time fuse.
7. Prime the demolition charge.
8. Initiate fuse igniter.
9. Move to safe area.

REFERENCE(S):

1. Navy EODB 60A-1-1-31
2. NAVSEA OP 5, Volume I
3. NAVSEA SW60-AA-MMA-010
4. FM 5-25

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.2.6 PREPARE SHAPED CHARGES

CONDITION(S): Given a shaped charge, demolition equipment, demolition material, a safe disposal area, an assistant, and the reference.

STANDARD: The Marine will prepare the shaped charges so they are identified, and initiated, observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Prepare a shaped charge for use.

2. Prepare a firing system (electric or nonelectric).
3. Initiate the firing system.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 3 - CONVENTIONAL UNEXPLODED ORDNANCE

TASK: 2305.3. 1 PERFORM SETUP OF THE MECHANICAL REMOTE FUZE  
DISASSEMBLY KIT

CONDITION(S): Given an MK 121 mechanical remote furs disassembly  
kit, an assistant, and the references.

STANDARD: The Marine will set up the mechanical remote furs  
disassembly kit to accomplish required applications, observing  
all-applicable safety precautions.

PERFORMANCE STEPS:

1. Set up mechanical remote furs disassembly kit.
2. Use mechanical remote furs disassembly kit to accomplish  
required application.
3. Clean up mechanical remote furs disassembly kit.
4. Repack mechanical remote disassembly kit.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. Applicable Technical Manuals

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.3.2 IDENTIFY UNDERWATER ORDNANCE

CONDITION(S): Given an unknown underwater ordnance item, required  
equipment, and the references.

STANDARD: The Marine will identify an unknown underwater ordnance  
item observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Locate the item in the references.
2. Identify the hazards and safety precautions of the item.
3. Report findings.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. Applicable Technical Manuals

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training may be substituted in lieu of actual underwater ordnance.

---

TASK: 2305.3.3 DISASSEMBLE/INERT KNOWN OR UNKNOWN ORDNANCE FOR INTELLIGENCE PURPOSES

CONDITION(S): Given the necessary tools and equipment, a known or unknown ordnance item, an assistant, demolition material, a safe disposal area, and the references.

STANDARD: The Marine will disassemble/inert known or unknown ordnance items so the fuzing, firing, functioning, and render safe procedures can be determined.

PERFORMANCE STEPS:

1. Determine the type and condition of the ordnance item to be disassembled/inerted.
2. Perform diagnostic procedures using X-ray equipment to determine fuze condition and method of disassembly.
3. Research publications, and with the aid of x-rays, determine arming sequence and develop disassembly/inerting procedures.
4. Identify the appropriate safety precautions.
5. Request approved procedures from CMC (LPO-1), as applicable.
6. Disassemble the ordnance item.
7. Segregate hazardous components.
8. Determine measurements of the ordnance item and its components.
9. Attempt to determine the type of explosives in the ordnance item.
10. Inert hazardous components.
11. Dispose of hazardous materiel from disassembly/inerting process.
12. Attempt to determine fuzing, functioning, firing, and recommend render safe procedures for the ordnance.
13. Prepare appropriate intelligence report.

REFERENCE(S):

1. MCO 3571.2E
2. MCO 8027.1C
3. OPNAVINST 8022.13
4. Navy EODB 60A-1-1-18
5. Navy EODB 60A-1-1-22
6. Navy EODB 60 Series Publications
7. Applicable Technical Manuals

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.3.4 REMOVE STUCK AIRCRAFT GUN AMMUNITION

CONDITION(S): Given an aircraft gun with stuck ammunition, aircraft ordnance gun crew, EOD tool sets, safe disposal site, an assistant, and the references.

STANDARD: The Marine will remove stuck ammunition in aircraft gun with minimal damage to the gun, observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Remove gun from aircraft, if possible.
2. Move gun to safe disposal site.
3. Disassemble gun.
4. Determine and initiate method of attack per the references.
5. Examine all gun barrels for any further stuck rounds.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. Applicable NAVAIR Publications
3. Applicable Technical Manuals

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training may be substituted in lieu of actual stuck aircraft gun ammunition.
- 

TASK: 2305.3.5 SELECT DISPOSAL SITE

CONDITION(S): Given a quantity of explosives for disposal, required equipment, map, and the references.

STANDARD: The Marine will select an appropriate location for a disposal site observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Ensure the location is at least 2,400 feet from inhabited buildings.
2. Ensure the location has a clear area of 300feet.
3. Determine the wind direction and speed.
4. Ensure air clearance can be established,
5. Determine location of natural barriers which meet requirements.
6. Determine protective barriers or distance requirements.
7. Plot the disposal area selected on a map.

REFERENCE(S):

1. NAVSEA OP 5, Volume I
2. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 2305.3.6 CLEAR SURFACE ORDNANCE FROM IMPACT AREA (RANGE SWEEP)

CONDITION(S): Given an impact area to be cleared, required equipment, personnel, and the reference.

STANDARD: The Marine will clear the surface ordnance from the impact area, observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Conduct range reconnaissance, as applicable.
2. Prepare operations plan, as applicable.
3. Brief team, as applicable.
4. Perform range clearance (range sweep).
5. Debrief team.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS:

1. Simulation of range clearance may be substituted in lieu of actual range clearance.

---

TASK: 2305.3.7 IDENTIFY EXPLOSIVES AND DEMOLITION MATERIEL

CONDITION(S): Given explosives or demolition materiel, EOD team, EOD tools, and the references.

STANDARD: The Marine will identify all military explosives or demolition materiel observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Note the size, characteristics, configuration, color, and/or marking of materiel.
2. Record all available information, markings, and physical features.
3. Attempt to identify the explosive or materiel.
4. Report identification.

REFERENCE(S):

1. PM 5-25
2. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.3.8 IDENTIFY UNKNOWN UNEXPLODED ORDNANCE (UXO)

CONDITION(S): Given an unknown ordnance item, EOD tools, an assistant, and the references.



STANDARD: The Marine will identify all unknown unexploded ordnance observing all applicable safety precautions.

PERFORMANCE STEPS:

- 1. Conduct an EOD reconnaissance.
- 2. Tentatively identify UXO hazards.
- 3. Conduct research.
- 4. Report identification and hazards.

REFERENCE(S):

- 1. PM 9-16
- 2. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.3.9 PERFORM RENDER SAFE PROCEDURE (RSP)/DISPOSAL OF UNKNOWN UNEXPLODED ORDNANCE (UXO)

CONDITION(S): Given an unknown unexploded ordnance (UXO), applicable EOD tools, demolition materials, a safe disposal area, an assistant, and the references.

STANDARD: The Marine will perform render safe/disposal procedures observing all applicable safety precautions.

PERFORMANCE STEPS:

- 1. Identify unknown unexploded ordnance.
- 2. Formulate RSP for ordnance encountered.
- 3. Perform appropriate RSP.
- 4. Perform appropriate disposal procedures.

REFERENCE(S):

- 1. PM 9-15
- 2. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.3.10 PERFORM EOD PROCEDURES TO REMOVE LODGED PROJECTILE FROM A GUN TUBE

CONDITION(S): Given a known gun with a projectile lodged in its tube/chamber, EOD tools, demolition material, an assistant, and the references.

STANDARD: The Marine will perform EOD procedures to remove the lodged projectile from the gun's tube/chamber with minimal damage to the gun, observing all applicable safety precautions.

PERFORMANCE STEPS:

- 1. Elevate the gun tube to the highest angle.
- 2. Place sand bags under breech, grease breech, and place a rag near the rear of the projectile in the breech.

3. Fill tube half full with water.
4. Place Styrofoam in forward part of gun tube.
5. Place electric blasting cap in center of the Styrofoam.
6. Fir. blasting cap.
7. Retrieve projectile.
8. Inform RSO of possible damage to gun tube and need for tube inspection prior to re-firing.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. FM 5-25

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training may be substituted in lieu of an actual lodged projectile.
- 

TASK: 2305.3.11 REMOVE EXPLOSIVES BY STEAMING/WASHING OUT

CONDITION(S): Given an ordnance item, EOD tools, demolition material, a safe disposal area, an assistant, and the references.

STANDARD: The Marine will remove explosives from the ordnance item by steaming or washing out, observing all-applicable safety precautions.

PERFORMANCE STEPS:

1. Determine the type, condition and explosive filler of the ordnance item to be steamed/washed out.
2. Determine the best method for gaining access to the explosives.
3. Steam/wash out explosives.
4. Dispose of the explosives.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. MOO 3571.2E

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.3. 12 DISASSEMBLE/INERT ORDNANCE TO MANUFACTURE INERT TRAINING AIDS AND MAINTAIN MOS PROFICIENCY SKILLS

CONDITION(S): Given an ordnance item to be disassembled/inerted, EOD tools, demolition material, a safe disposal area, an assistant, and the references.

STANDARD: The Marine will disassemble/inert serviceable/unserviceable ordnance to manufacture training aids and maintain MOS proficiency skills.

PERFORMANCE STEPS:

1. Determine the type of the ordnance to be disassembled/inerted.

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2. Determine arming sequence and develop disassembly/inerting procedures.
3. Identify the appropriate safety precautions.
4. Disassemble the ordnance item.
5. Segregate hazardous components.
6. Inert hazardous components.
7. Dispose of hazardous materiel from disassembly/inerting process.
8. Cut away the ordnance item, as required.
9. Reassemble the ordnance item.
10. Mark and record or demilitarize ordnance item.

REFERENCE(S):

1. AR 385-65
2. MCO 3571.2F
3. OPNAVINST 8020.13
4. OPNAVINST 8022.13
5. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.3.13 DESENSITIZE EXPLOSIVES

CONDITION(S): Given explosives, desensitizing agents, an assistant, and the references.

STANDARD: The Marine will desensitize sensitive explosives with a desensitizing agent.

PERFORMANCE STEPS:

1. Identify explosives encountered.
2. Identify desensitizing agent to be used.
3. Apply desensitizing agent.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training to review procedures may be substituted in lieu of actual explosives.
- 

TASK: 2305.3.14 DISPOSE OF SOLID OR GRANULAR PROPELLANTS

CONDITION(S): Given a known quantity of solid or granular propellant, safe disposal area, demolition equipment, demolition materiel, an assistant, and the references.

STANDARD: The Marine will completely dispose of propellants observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Determine wind direction and speed.
2. Lay propellant trains in direction of wind.
3. Prepare ignition system.
4. Initiate propellant train from downwind end.
5. Wait 24 hours for disposal area to cool.
6. Inspect the disposal area to insure all propellants are destroyed.

REFERENCE(S):

1. NAVSEA OP 5, Volume I
2. Navy EODB 60A-1-1-31

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.3.15 INITIATE AN MK 1 MOD 3 REMOTE WRENCH

CONDITION(S): Given an MK 1 MOD 3 remote wrench tool kit, demolition equipment, demolition material, ordnance item, a safe disposal area, an assistant, and the reference.

STANDARD: The Marine will prepare and initiate the MK 1 MOD 3 remote wrench observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Prepare the remote wrench.
2. Prepare the .50 caliber cartridge, (if applicable)
3. Assemble the remote wrench for use.
4. Connect the remote wrench to firing system. (if applicable)
5. Initiate the remote wrench.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.3.16 PERFORM EOD PROCEDURES USING TAPE AND LINE TECHNIQUES

CONDITION(S): Given a known fuze ordnance item, required equipment, an assistant, and the reference.

STANDARD: The Marine will perform EOD procedures to attempt to remove the fuze from an ordnance item.

PERFORMANCE STEPS:

1. Secure the ordnance to keep it from moving.
2. Attach the tape bridle to the ordnance fuze,

3. Lay out line to a safe area.
4. Wrap tape end line around the fuze, or the faze removal adapter, if used.
5. Attach bungee cord to the bridle, to make sure the fuze will be pulled from the ordnance item when the fuze is unscrewed.
6. Place the pipe wrench on the fuze or the fuze removal adapter.
7. Place line on handle of pipe wrench.
8. Keep slight tension of the line while moving to a safe area.
9. Attempt to remove fuze.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.3.17 OPERATE THE MK62 MOD 0 STEAM GENERATOR

CONDITION(S): Given the MK62 MOD 0 steam generator, a water source, EOD tools, and assistant, and the reference.

STANDARD: The Marine will assemble and operate the MK62 MOD 0 wet steam generator to accomplish required applications observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Perform preparatory procedures for steaming cat explosives
2. Assemble MK62 MOD 0 wet steam generator.
3. Operate the MK62 MOO 0 wet steam generator to accomplish required applications.

REFERENCE(S):

1. EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.3.18 INITIATE A MK 2 .50 CALIBER DEARMER

CONDITION(S): Given an MK 2 .50 caliber dearmar tool kit, demolition equipment, demolition material, a safe disposal area, an assistant, and the references.

STANDARD: The Marine will prepare and initiate the MK 2 .50 caliber dearmar observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Prepare the dearmar.
2. Prepare the .50 caliber cartridge.
3. Assemble the .50 caliber dearmar for use.
4. Connect dearmar to firing system.

5. Initiate dearmmer.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. PM 5-25

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 4 - RECOVERY OF BURIED ORDNANCE

TASK: 2305.4.1 ESTIMATE LOCATION OF BURIED UNEXPLODED ORDNANCE (UXO)

CONDITION(S): Given a buried UXO, EOD tools, an assistant, and the references.

STANDARD: The Marine will estimate the location of the buried UXO observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Locate the true hole of entry.
2. Measure diameter of the true hole of entry.
3. Find the angle of entry.
4. Estimate horizontal offset.
5. Estimate location of UXO.

REFERENCE(S):

1. PM 9-16
2. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training may be substituted in lieu of actual buried UXO.
- 

TASK: 2305.4.2 LOCATE BURIED ORDNANCE USING ORDNANCE LOCATOR

CONDITION(S): Given a search area, MK 26 ordnance locator, buried ordnance, EOD tools, an assistant, and the reference.

STANDARD: The Marine will locate a buried ordnance item using the ordnance locator.

PERFORMANCE STEPS:

1. Prepare ordnance locator for use.
2. Divide search area into segments.
3. Define segment boundaries.
4. Search each segment systematically using the ordnance locator.

- 5. Mark suspected buried ordnance.

REFERENCE(S):

- 1. Navy EODB 60A Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.4.3 OPERATE THE MK26 ORDNANCE LOCATOR

CONDITION(S): Given the MK26 Ordnance locator, an assistant, and the reference.

STANDARD: The Marine will operate the MK26 Ordnance locator to accomplish the required applications observing all applicable safety precautions.

PERFORMANCE STEPS:

- 1. Determine application to be used. (land. undersea, or borehole)
- 2. Assemble the MK26 Ordnance locator.
- 3. Perform required operation checks.
- 4. Use the MK26 Ordnance Locator to accomplish required application.

REFERENCE(S):

- 1. Appropriate Operator's Handbook

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 5 - IMPROVISED EXPLOSIVE DEVICES

TASK: 2305.5.1 OPERATE THE MK32 (X-RAY) EQUIPMENT

CONDITION(S): Given a fuze ordnance item, EOD tools, MK32, an assistant, and the references.

STANDARD: The Marine will correctly operate the MK32 and X-ray a fuze piece of ordnance.

PERFORMANCE STEPS:

- 1. Perform an operation check of the MK32.
- 2. Place film/cassette behind the fuze to be X-rayed.
- 3. Place shielding around the fuze, as needed.
- 4. Place the MK32 into position.
- 5. Operate the MK32.
- 6. Process and check film.
- 7. Retake X-rays, as required.

REFERENCE(S):

- 1. Navy EODB 60 Series Publications

2. Navy EODB 60A-2-1-42

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.5.2 PREPARE AND OPERATE EOD PHOTOGRAPHIC EQUIPMENT

CONDITION(S): Given an EOD incident, EOD photographic equipment, & subject, and the reference.

STANDARD: The Marine will prepare and operate photographic equipment to obtain photographs.

PERFORMANCE STEPS:

1. Assemble camera equipment and load the film.
2. Hold the camera correctly and view the subject through the viewfinder.
3. Focus camera and shoot the picture(s).
4. Unload film from camera for processing.
5. Evaluate processed pictures.

REFERENCE(S):

1. Appropriate Operator Handbooks

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.5.3 PERFORM RENDER SAFE PROCEDURE (RSP) ON SUSPECTED IMPROVISED EXPLOSIVE DEVICE (IED)

CONDITION(S): Given an EOD incident, suspected IED, demolition material, EOD tools, an assistant, and the reference.

STANDARD: The Marine will perform render safe procedure on suspected IED observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Examine the suspected IED.
2. Analyze methods of attack available.
3. Decide if area should be evacuated or protective measures used.
4. Select and implement method of attack.
5. Check results to determine if continuation of EOD procedures are required.
6. Check area for secondary devices.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS:

1. This task is performed recognizing the fact that there are no guarantees that an IED will be rendered safe.
- 

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TASK: 2305.5.4 ASSEMBLE AND OPERATE REMOTELY CONTROLLED EOD TOOL (RCT) SET

CONDITION(S): Given the Remotely Controlled EOD tool set, an assistant, and the reference.

STANDARD: The Marine will assemble and operate the Remotely Controlled EOD tool set to accomplish required application(s) observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Set up and operate RCT for tethered operations.
2. Set up and operate RCT for wireless operations.
3. Set up and operate RCT for shotgun disrupter operations.
4. Set up and operate RCT for operations with manipulator/gripper.
5. Use RCT to accomplish required applications.

REFERENCE(S):

1. Remote Operations and Maintenance Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 6 - RECOVERY OF MISCELLANEOUS AIRCRAFT EXPLOSIVE DEVICES AND ORDNANCE

TASK: 2305.6.1 PERFORM RENDER SAFE PROCEDURE (RSP) ON AIRCRAFT EXPLOSIVE HAZARDS

CONDITION(S): Given an aircraft, aircraft safety pins, aircraft maintenance crew, and the references.

STANDARD: The Marine will perform render safe procedure on aircraft explosive hazards so they will be completely rendered safe observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Identify the type of aircraft.
2. Identify any ordnance being carried by aircraft.
3. Render safe all ordnance on aircraft, if possible.
4. Render safe all ordnance delivery devices.
5. Identify all explosive hazards associated with the aircraft.
6. Render safe all identified explosive hazards.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. Applicable NAVAIR Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 2305.6.2 RECOVER EXPLOSIVE H&FROM A DAMAGED/CRASHED AIRCRAFT

CONDITION(S): Given a damaged/crashed aircraft, EOD tools, emergency support personnel, investigation team, an assistant, and the references.

STANDARD: The Marine will completely recover and render safe all explosive hazards observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Don protective clothing, as required.
2. Approach aircraft upon permission from emergency support personnel.
3. Locate and render safe all immediate threat explosive items.
4. Locate and mark all explosive hazards.
5. Notify investigation team of location of explosive hazards.
6. Render safe and remove explosive hazards when given permission by investigation team.

REFERENCE(S):

1. Navy EODH 60 Series Publications
2. Applicable NAVAIR Publications

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training to review procedures may be substituted in lieu of actual damaged/crashed aircraft.

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DUTY AREA 7 - NUCLEAR/BIOLOGICAL/CHEMICAL OPERATIONS

TASK: 2305.7.1 PERFORM RADIOACTIVITY TEST USING RADIAC SETS

CONDITION(S): Given a radioactive source, radiac sets, EOD tools, and the reference.

STANDARD: The Marine will perform radioactivity tests using radiac sets observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Insert batteries into radiac sets.
2. Perform battery condition check.
3. Set range switch to least sensitive range.
4. Adjust range switch to more sensitive ranges, as needed.
5. Monitor unit until radiation is detected.
6. Record radiation intensity by observing meter reading or the frequency clicks in headset.

REFERENCE(S):

1. Appropriate Radiac Set Operator's Manual

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training, to review procedures may be substituted if no radioactive source is available.
- 

TASK: 2305.7.2 VENT AND BURN CHEMICAL ORDNANCE

CONDITION(S): Given a chemical container or munition, EOD tools, a safe disposal area, demolition materiel, demolition charge container kit, dunnage, an assistant, and the references.

STANDARD: The Marine will completely vent and burn chemical container or munition observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Place dunnage in disposal pit.
2. Prepare ignition system and explosive venting charge.
3. Place chemical container or munition on dunnage.
4. Place venting charge on chemical container or munition.
5. Place ignition charge in dunnage.
6. Initiate venting and ignition simultaneously.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. Th 9-1300-206
3. Th 3-250

ADMINISTRATIVE INSTRUCTIONS:

1. Simulation of chemical ordnance is authorized for training.
- 

TASK: 2305.7.3 PERFORM TOXIC CHEMICAL AGENT TESTS USING THE M18A2 CHEMICAL DETECTOR KIT

CONDITION(S): Given an EOD incident site, M18A2 chemical detector kit, EOD tools, an assistant, and the reference.

STANDARD: The Marine will perform toxic chemical agent tests in sequence to determine if chemical agents are present.

PERFORMANCE STEPS:

1. Use chemical agent detector paper to check for presence of toxic liquid chemical agent.
2. Perform tests 1 through 7, as detailed in the reference.
3. Interpret the test results.
4. Perform test 9, as detailed in the reference if tests 1 through 7 are negative.
5. Record all test results.

REFERENCE(S):

1. TM 3-6665-254-12

ADMINISTRATIVE INSTRUCTIONS:

1. Simulation of chemical agents is authorized for training.

TASK: 2305.7.4 CALCULATE DOWNWIND TOXIC CHEMICAL VAPOR AREA

CONDITION(S): Given an EOD incident site, a known toxic chemical, the known number of munitions involved in the incident, an M2 calculator, smoke grenade, thermometers, a map of the area, and the references.

STANDARD: The Marine will calculate the downwind toxic chemical vapor length and width area to within 20 meters.

PERFORMANCE STEPS:

1. Determine dosage.
2. Determine source strength in kilograms.
3. Set off smoke grenade, using smoke to determine wind direction and speed.
4. Convert wind speed in meters-per-minute.
5. Determine temperature gradient.
6. Use M2 calculator to determine length of downwind hazard and record on map.
7. Use M2 calculator to determine vapor cloud width and record on map.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. FM 9-15

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2305.7.5 PERFORM LEAK-SEALING PROCEDURES ON CHEMICAL MUNITIONS

CONDITION(S): Given a leaking chemical munition, EOD tools, decontaminates, an assistant, and the reference.

STANDARD: The Marine will perform the leaking-sealing procedures on chemical munitions so they will be sealed and decontaminated.

PERFORMANCE STEPS:

1. Inspect munition to decide what sealant is required.
2. Turn munition so the leak is uppermost.
3. Seal leak.
4. Decontaminate sealed munition.
5. Place munition in bag and seal bag with tape.
6. Check outside of bag for contamination.

7. Decontaminate, as required.

REFERENCE(S):

- 1 . FM 9-1

ADMINISTRATIVE INSTRUCTIONS:

1. Simulation of chemical ordnance is authorized for training.

TASK: 2305.7.6 DISPOSE/NEUTRALIZE BIOLOGICAL AGENT/ORGANISMS

CONDITION(S): Given a biological container or munition, EOD tools, safe disposal area, demolition materiel, required equipment, an assistant, and the reference.

STANDARD: The Marine will completely dispose of or neutralize biological agent/organisms observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Determine method of disposal/neutralization.
2. Prepare disposal area.
3. Prepare container or munition for disposal.
4. Prepare initiating system. (if required)
5. Initiate firing system. (if required)
6. Decontaminate area. (if required)

REFERENCE(S):

1. EODB 60A-1-1-11

ADMINISTRATIVE INSTRUCTIONS:

1. Simulation of biological containers or munitions are authorized for training.
-

MOS 2336, EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN

DUTY AREA 1 - ADMINISTRATION

TASK: 2336.1.1 DIRECT EOD OPERATIONS

CONDITION(S): Given an EOD assignment, EOD personnel, required EOD equipment, and the references.

STANDARD: The Marine will direct EOD operations to include providing technical guidance/advice to commanders and staff planners, managing EOD personnel, and maintaining records on all matters pertaining to EOD per established guidelines.

PERFORMANCE STEPS:

1. Control and manage all EOD team personnel, equipment, and functions.
2. Provide staff input to command and staff sections and to the units requesting support.
3. Provide technical advice to operational planners on establishment of incident categories.
4. Make recommendations for the assignment of priorities for explosive, chemical, nuclear, and biological ordnance reconnaissance and disposal operations.
5. Advise commanders on proper procedures for rendering safe, clearance, temporary storage and disposal of hazardous explosive, chemical, nuclear, and biological ordnance; and clearance/technical evaluation of first seen, unusual, or foreign ordnance.
6. Maintain records on all matters pertaining to EOD operations.

REFERENCE(S):

1. MCO 3571.2E
2. MCO P1200.7H
3. Navy EODB 60 Series Publications
4. FMFM 13-8

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.1.2 SUPERVISE EOD OPERATIONS

CONDITION(S): Given an EOD assignment, EOD personnel, required EOD equipment, and the references.

STANDARD: The Marine will supervise EOD operations include providing technical guidance/advice to EOD officer/unit commanders, supervising EOD personnel, and maintaining records on all matters pertaining to EOD per established guidelines.

PERFORMANCE STEPS:

1. Supervise EOD team personnel, equipment, and functions.
2. Provide input to EOD officer/unit commander.
3. Provide technical advice to operational planners on establishment of incident categories.
4. Make recommendations for the assignment of priorities for explosive, chemical, nuclear, and biological ordnance, reconnaissance, and disposal operations.

- 5. Provide technical supervision on prop.r procedures for rendering safe, clearance, temporary storage and disposal of hazardous explosive, chemical, nuclear, and biological ordnance; and clearance/technical evaluation of first seen, unusual, or foreign ordnance.
- 6. Supervise preparation and maintenance of records on all matters pertaining to EOD operations.

REFERENCE(S):

- 1. MCO 3571.2E
- 2. MCO P1200.7H
- 3. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.1.3 CONDUCT EOD SUPPORT OF VERY IMPORTANT PERSON (VIP) OPERATIONS

CONDITION(S): Given an EOD team, a VIP support mission, a coordinating agent, and the references.

STANDARD: The Marine will conduct EOD support of a VIP operation ensuring that EOD duties support mission requirements.

PERFORMANCE STEPS:

- 1. Report to a coordinating agent in charge for mission briefing.
- 2. Develop a search plan.
- 3. Brief EOD team.
- 4. Assign EOD personnel to search specific areas. (exterior, interior, and vehicle.)
- 5. Provide technical advice to the special agent if a bomb threat is received or a suspected device is found.
- 6. Debrief the EOD team when support mission is complete.
- 7. Make any reports required.

REFERENCE(S):

- 1. MCO Manual
- 2. Navy EODB 60 Series Publications
- 3. MCO 8027.1C

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.1.4 COMPUTE CLASS V REQUIREMENTS IN SUPPORT OF UNIT OPERATIONS

CONDITION(S): Given a list of Class V which will be used in an air or ground operation, the mission of the unit being supported, and the reference.

STANDARD: The Marine will accurately compute the EOD Class V requirements to support the operation.

PERFORMANCE STEPS:

- 1. Determine the types of ammunition to be used during the operation.

Appendix B to  
ENCLOSURE (6)

2. Determine the number of each type of ammunition.
3. Determine the amount of C-4 required to destroy one item of each type of ammunition.
4. Calculate the amount of C-4 required to destroy 10 percent of the total of each type of ammunition to be used during the operation.
5. Add the totals of C-4 required to destroy 10 percent of each type of ammunition to be used during the operation.
6. Determine the number of electric or nonelectric blasting caps required based on the figure obtained in step 5.
7. Determine the amount of blasting time fuze required, based on the amount and size of each type of ammunition to be destroyed, and the time required to move to a safe area.
8. Determine the amount of detonating cord required.
9. Determine the number of different colored smoke grenades required, based on which are to be used for emergencies, marking of shots, and/or Grade III operations.
10. Determine the number of incendiary grenades required based on 10 percent of the total number of ordnance items which may require their use.
11. Determine the number of impulse cartridges, .50 caliber, based on 10 percent of the total number of fuzes requiring their use.
12. Add an additional 20 percent of total Class V requirements already computed for contingency purposes and Grade 111/retrograde purposes (this percentage may vary based on experience and previous similar operations).
13. Submit computed EOD Class V requirements to unit being supported for requisitioning.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 2 - DEMOLITION TOOLS AND PROCEDURES

TASK: 2336.2.1 INITIATE AN ELECTRIC FIRING SYSTEM

CONDITION(S): Given an electric blasting cap(s), demolition equipment, demolition materiel, safe disposal site, an assistant, and the references.

STANDARD: The Marine will initiate an electric firing system observing all safety precautions.

PERFORMANCE STEPS:

1. Check the galvanometer/test set.
2. Test the firing wire.
3. Lay out firing wire.
4. Retest the firing wire.
5. Place demolition charges.
6. Test the electric blasting caps.
7. Connect electric blasting caps to firing wire.



8. Prim. the demolition charge with the electric blasting caps.
9. Move to safe area.
10. Test firing circuit for continuity.
11. Operate the blast machine several times before connecting to firing circuit.
12. Connect the blasting machine to the firing circuit.
13. Ensure the area is clear of unauthorized personnel.
14. Initiate the charge.
15. Check area for complete detonation.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. FM 5-25
3. NAVSEA SW60-AA-MMA-010

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.2.2 INITIATE AN M122 REMOTE FIRING DEVICE

CONDITION(S): Given an M122 remote firing device, demolition equipment, demolition materiel, safe disposal area, an assistant, and the references.

STANDARD: The Marine will prepare and initiate the M122 remote firing device observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Insert battery in transmitter.
2. Test transmitter.
3. Insert battery in receiver(s).
4. Test receiver(s).
5. Perform transmitter-receiver(s) test.
6. Prepare firing circuit.
7. Move to safe area.
8. Initiate M122 remote firing device.

REFERENCE(S):

1. Th 9-1375-213-12-38P
2. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.2.3 PREPARE A DETONATING CORD SYSTEM

CONDITION(S): Given detonating cord, demolition equipment, demolition material, safe disposal area, an assistant, and the references.

STANDARD: The Marine will prepare the detonating cord system observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Prepare a detonating cord system.
2. Connect detonating cord system to firing system.
3. Initiate detonating cord system.

REFERENCE(S):

1. FM 5-25
2. NAVSEA SW60-AA-MMA-010
3. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.2.4 PREPARE INCENDIARY HAND GRENADE(S) FOR REMOTE INITIATION

CONDITION(S): Given incendiary hand grenade(s), demolition equipment, demolition materiel, a safe disposal area, an assistant, and the reference.

STANDARD: The Marine will prepare incendiary hand grenades(s) for remote initiation observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Determine method of initiation.
2. Prepare incendiary hand grenade(s) for initiation.
3. Initiate incendiary hand grenades(s).

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.2.5 PERFORM A NONELECTRIC FIRING PROCEDURE

CONDITION(S): Given nonelectric blasting caps, demolition equipment, demolition material, a safe disposal area, an assistant, and the references.

STANDARD: The Marine will perform a nonelectric firing procedure observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Cut and discard a 6-inch length from free end of time fuze roll.
2. Cut off and test burn 6 feet of time fuze to find the burning rate per foot.

3. Cut the time fuze long enough to permit the person detonating the charge to reach the safe area by walking prior to the explosion. (minimum of six foot length)
4. Attach fuze igniter to a free end of cut time fuze.
5. Inspect blasting caps for damage and foreign debris.
6. Crimp caps to time fuze.
7. Prime the demolition charge.
8. Initiate fuze igniter.
9. Move to safe area.

REFERENCE(S):

1. Navy EODB 60A-I-I-3I
2. NAVSEA OP 5, Volume I
3. NAVSEA SW60-AA-MMA-010

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.2.6 PREPARE SHAPED CHARGES

CONDITION(S): Given a shaped charge, demolition equipment, demolition material, a safe disposal area, an assistant, and the reference.

STANDARD: The Marine will prepare the shaped charges so they are identified, and initiated, observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Prepare a shaped charge for use.
2. Prepare a firing system (electric or nonelectric).
3. Initiate the firing system.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 3 - CONVENTIONAL UNEXPLODED ORDNANCE

TASK: 2336.3.1 PERFORM SETUP OF THE MECHANICAL REMOTE FUSE  
DISASSEMBLY KIT

CONDITION(S): Given an MK 121 mechanical remote fuze disassembly  
kit, an assistant, and the references.

STANDARD: The mechanical remote fuze disassembly kit will be set up  
to accomplish required applications, observing all applicable safety  
precautions.

PERFORMANCE STEPS:

1. Set up mechanical remote fuze disassembly kit.
2. Use mechanical remote fuze disassembly kit to accomplish  
required application.
3. Clean mechanical remote fuze disassembly kit.
4. Repack mechanical remote disassembly kit.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. Applicable Technical Manuals

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3.2 IDENTIFY UNDERWATER ORDNANCE

CONDITION(S): Given an unknown underwater ordnance item, required  
equipment, and the references.

STANDARD: The Marine will identify an unknown underwater ordnance  
item observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Locate the item in the references.
2. Identify the hazards and safety precautions for the item.
3. Report findings.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. Applicable Technical Manuals

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training may be substituted in lieu of actual  
underwater ordnance.
- 

PURPOSES

TASK: 2336.3.3 DISASSEMBLE/INERT KNOWN OR: UNKNOWN ORDNANCE FOR INTELLIGENCE PURPOSES

CONDITION(S): Given the necessary tools and equipment, & known or unknown ordnance item, an assistant, demolition material, a safe disposal area, and the references.

STANDARD: The Marine will disassemble/inert the known or unknown ordnance item so the fuzing, firing, functioning, and render safe procedures can be determined.

PERFORMANCE STEPS:

1. Determine the type and condition of the ordnance item to be disassembled/inerted.
2. Perform diagnostic procedures using X-ray equipment to determine fuze condition and method of disassembly.
3. Research publications, and with the aid of x-rays, determine arming sequence and develop disassembly/inerting procedures.
4. Identify the appropriate safety precautions.
5. Request approved procedures from CMC (LPO-1), as applicable.
6. Disassemble the ordnance item.
7. Segregate hazardous components.
8. Determine measurements of the ordnance item and its components.
9. Attempt to determine the type of explosives in the ordnance item.
10. Inert hazardous components.
11. Dispose of hazardous materiel from disassembly/inerting process.
12. Attempt to determine fuzing, functioning, firing, and recommend render safe procedures for the ordnance.
13. Prepare appropriate intelligence report.

REFERENCE(S):

1. MCO 3571.2E
2. MCO 8027.1C
3. OPNAVINST 8022.13
4. Navy EODB 60A-1-1-18
5. Navy EODB 60A-1-1-22
6. Navy EODB 60 Series Publications
7. Applicable Technical Manuals

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3.4 REMOVE STUCK AIRCRAFT GUN AMMUNITION

CONDITION(S): Given an aircraft gun with stuck ammunition, aircraft ordnance gun crew, EOD tool sets, safe disposal site, an assistant, and the references.

STANDARD: The Marine will remove the stuck ammunition in aircraft gun with minimal damage to the gun, observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Remove gun from aircraft, if possible.
2. Move gun to safe disposal site.
3. Disassemble gun.
4. Determine and initiate method of ammunition removal per the references.
5. Examine all gun barrels for any further stuck rounds.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. Applicable NAVAIR Publications
3. Applicable Technical Manuals

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training may be substituted in lieu of actual stuck aircraft gun ammunition.

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TASK: 2336.3.5 SELECT DISPOSAL SITE

CONDITION(S): Given a quantity of explosives for disposal, required equipment, map, and the references.

STANDARD: The Marine will select an appropriate location for a disposal site observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Ensure the location is at least 2,400 feet from inhabited buildings.
2. Ensure the location has a clear area of 300 feet.
3. Determine the wind direction and speed.
4. Ensure air clearance can be established.
5. Determine location of natural barriers which meet requirements.
6. Determine protective barriers or distance requirements.
7. Plot the disposal area selected on the map.

REFERENCE(S):

1. NAVSEA OP 5, Volume I
2. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3.6 CLEAR SURFACE ORDNANCE FROM IMPACT AREA (RANGE SWEEP)

CONDITION(S): Given an impact area to be cleared, required equipment, personnel, and the reference.

STANDARD: The Marine will clear surface ordnance from the impact area observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Conduct range reconnaissance, as applicable.
2. Prepare operations plan, as applicable.
3. Brief team, as applicable.
4. Perform range clearance (range sweep).
5. Debrief team.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS:

1. Simulation of range clearance may be substituted in lieu of actual range clearance.

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TASK: 2336.3.7 IDENTIFY EXPLOSIVES AND DEMOLITION MATERIEL

CONDITION(S): Given explosives or demolition materiel, EOD team, EOD tools, and the references.

STANDARD: The Marine will identify all military explosives or demolition materiel observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Note the size, characteristics, configuration, color, and/or marking of materiel.
2. Record all available information, markings, and physical features.
3. Attempt to identify the explosive or materiel.
4. Report identification.

REFERENCE(S):

1. FM 5-25
2. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3.8 IDENTIFY UNKNOWN UNEXPLODED ORDNANCE (UXO)

CONDITION(S): Given an unknown ordnance item, EOD tools, an assistant, and the references.

STANDARD: The Marine will identify all unknown unexploded ordnance observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Conduct an EOD reconnaissance.
2. Tentatively identify UXO hazards.

Appendix B to  
ENCLOSURE (6)

3. Conduct research.
4. Report identification and hazards.

REFERENCE(S):

1. FM 9-16
2. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3.9 PERFORM RENDER SAFE PROCEDURE (RSP)/DISPOSAL OF UNKNOWN UNEXPLODED ORDNANCE (UXO)

CONDITION(S): Given an unknown unexploded ordnance (UXO), applicable EOD tools, demolition materials, a safe disposal area, an assistant, and the references.

STANDARD: The Marine will perform render safe/disposal procedures observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Identify unknown unexploded ordnance.
2. Formulate RSP for ordnance encountered.
3. Perform appropriate RSP.
4. Perform appropriate disposal procedures.

REFERENCE(S):

1. FM 9-15
2. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3.10 DISPOSE OF UNSERVICEABLE AMMUNITION

CONDITION(S): Given unserviceable ammunition, demolition materiel, EOD tools, a safe disposal area, an assistant, and the references.

STANDARD: The Marine will dispose of unserviceable ammunition per the references.

PERFORMANCE STEPS:

1. Prepare ammunition for disposal.
2. Dispose of ammunition complying with safety requirements.
3. Clear disposal area of residue.

REFERENCE(S):

1. NAVSEA OP 5, Volumes 1 and 2
2. NAVSEA SW0 60-AA-MMA-010
3. Navy EODB 60 Series Publications

Appendix B to  
ENCLOSURE (6)



ADMINISTRATIVE INSTRUCTIONS:

1. Serviceable ammunition may be used in lieu of unserviceable ammunition for training purposes.
- 

TASK: 2336.3.11 PERFORM EOD PROCEDURES TO REMOVE LODGED PROJECTILE FROM A GUN TUBE

CONDITION(S): Given a known gun with a projectile lodged in its tube/chamber, EOD tools, demolition material, an assistant, and the references.

STANDARD: The Marine will perform EOD procedures to remove the lodged projectile from the gun's tube/chamber with minimal damage to the gun, observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Elevate the gun tube to the highest angle.
2. Place sand bags under breech, grease breech, and place a rag near the rear of the projectile in the breech.
3. Fill tube half full with water.
4. Place Styrofoam in forward part of gun tube.
5. Place electric blasting cap in center of the Styrofoam.
6. Fire blasting cap.
7. Retrieve projectile.
8. Inform RSO of possible damage to gun tube and need for tube inspection prior to re-firing.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. FM 5-25

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training may be substituted in lieu of an actual lodged projectile.
- 

TASK: 2336.3.12 REMOVE EXPLOSIVES BY STEAMING/WASHING OUT

CONDITION(S): Given an ordnance item, EOD tools, demolition material, a safe disposal area, an assistant, and the references.

STANDARD: The Marine will remove explosives from the ordnance item by steaming or washing out, observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Determine the type, condition and explosive filler of the ordnance item to be steamed/washed out.
2. Determine the best method for gaining access to the explosives.
3. Steam/wash out explosives.
4. Dispose of the explosives.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. MCO 3571.2E

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3.13 DISASSEMBLE/INERT ORDNANCE TO MANUFACTURE INERT TRAINING AIDS AND MAINTAIN MOS PROFICIENCY SKILLS

CONDITION(S): Given an ordnance item to be disassembled/inerted, EOD tools, demolition material, a safe disposal area, an assistant, and the references.

STANDARD: The Marine will disassemble/inert serviceable/unserviceable ordnance to manufacture training aids and maintain MOS proficiency skills.

PERFORMANCE STEPS:

1. Determine the type of the ordnance to be disassembled/inerted.
2. Determine arming sequence and develop disassembly/inerting procedures.
3. Identify the appropriate safety precautions.
4. Disassemble the ordnance item.
5. Segregate hazardous components.
6. Inert hazardous components.
7. Dispose of hazardous materiel from disassembly/inerting process.
8. Cut away the ordnance item, as required.
9. Reassemble the ordnance item.
10. Mark and record or demilitarize ordnance item.

REFERENCE(S):

1. AR 385-65
2. MCO 3571.2F
3. OPNAVINST 8020.13
4. OPNAVINST 8022.13
5. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3.14 DESENSITIZE EXPLOSIVES

CONDITION(S): Given explosives, desensitizing agents, an assistant, and the references.

STANDARD: The Marine will desensitize sensitive explosives with a desensitizing agent.

PERFORMANCE STEPS:

1. Identify explosives encountered.

2. Identify desensitizing agent to be used.
3. Apply desensitizing agent.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training to review procedures may be substituted in lieu of actual explosives.

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TASK: 2336.3.15 DISPOSE OF SOLID OR GRANULAR PROPELLANTS

CONDITION(S): Given a known quantity of solid or granular propellant, safe disposal area, demolition equipment, demolition materiel, an assistant, and the references.

STANDARD: The Marine will completely dispose of propellants observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Determine wind direction and speed.
2. Lay propellant trains in direction of wind.
3. Prepare ignition system.
4. Initiate propellant train from downwind end.
5. Wait 24 hours for disposal area to cool.
6. Inspect the disposal area to insure all propellants are destroyed.

REFERENCE(S):

1. NAVSEA OP 5, Volume I
2. Navy EODB 60A-1-1-31

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3.16 INITIATE A MK2 .50 CALIBER DEARMER

CONDITION(S): Given an MK2 .50 caliber dearmier tool kit, demolition equipment, demolition material, a safe disposal area, an assistant, and the references.

STANDARD: The Marine will prepare and initiate the MK 2 .50 caliber dearmier observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Prepare the dearmier.
2. Prepare the .50 caliber cartridge.
3. Assemble the .50 caliber dearmier for use.
4. Connect dearmier to firing system.
5. Initiate dearmier.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. PM 5-25

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3.17 INITIATE A MK 1 MOD 3 REMOTE WRENCH

CONDITION(S): Given an MK 1 MOD 3 remote wrench tool kit, demolition equipment, demolition material, ordnance item, a safe disposal area, an assistant, and the reference.

STANDARD: The Marine will prepare and initiate the MK 1 MOD 3 remote wrench observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Prepare the remote wrench.
2. Prepare the .50 caliber cartridges, (if applicable).
3. Assemble the remote wrench for use.
4. Connect the remote wrench to firing system, (if applicable).
5. Initiate the remote wrench.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3. 18 PERFORM EOD PROCEDURES USING TAPE AND LINE TECHNIQUES

CONDITION(S): Given a known fuze ordnance item, required equipment, an assistant, and the reference.

STANDARD: The Marine will perform EOD procedures using the tape and line techniques correctly to attempt to remove the fuse from an ordnance item.

PERFORMANCE STEPS:

1. Secure the ordnance to keep it from moving.
2. Attach the tape bridle to the ordnance fuse.
3. Lay out line to a safe area.
4. Wrap tape and line around the fuse, or the fuse removal adapter, if used.
5. Attach bungee cord to the bridle to make sure the fuse will be pulled from the ordnance item when the fuse is unscrewed.
6. Place the pipe wrench on the fuse or the fuse removal adapter.
7. Place line on handle of pipe wrench.
8. Keep slight tension of the line while moving to a safe area.
9. Attempt to remove fuse.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3.19 CONDUCT THE EMERGENCY DESTRUCTION OF CLASS V MATERIEL IN STORAGE

CONDITION(S): Given a list of ammunition types and quantities, demolition materiel, required materiel, EOD tools, safe disposal area, EOD team, and the references.

STANDARD: The Marine will conduct the emergency destruction of class V materiel in storage observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Prepare emergency destruction plan.
2. Prepare class V materiel for emergency destruction.
3. Conduct the emergency destruction of class V materiel.

REFERENCE(S):

1. PM 5-25
2. PM 9-6
3. PM 9-13
4. PM 13-8
5. NAVSEA OP 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.3.20 OPERATE THE MK62 MOD 0 STEAM GENERATOR

CONDITION(S): Given the MK62 MOD 0 steam generator, a water source, EOD tools, and assistant, and the reference.

STANDARD: The Marine will assemble and operate the MK62 MOO 0 wet steam generator to accomplish required applications observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Perform preparatory procedures for steaming out explosives.
2. Assemble MK62 MOD 0 wet steam generator.
3. Operate the MK62 MOO 0 wet steam generator to accomplish required applications.

REFERENCE(S):

1. EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 4 - RECOVERY OF BURIED ORDNANCE

TASK: 2336.4.1 ESTIMATE LOCATION OF BURIED UNEXPLODED ORDNANCE (UXO)

CONDITION(S): Given a buried UXO, EOD tools, an assistant, and the references.

STANDARD: The Marine will estimate the location of the buried UXO observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Locate the true hole of entry.
2. Measure diameter of the true hole of entry.
3. Find the angle of entry.
4. Estimate horizontal offset.
5. Estimate location of UXO.

REFERENCE(S):

1. PM 9-16
2. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training may be substituted in lieu of actual buried UXO.
- 

TASK: 2336.4.2 LOCATE BURIED ORDNANCE USING ORDNANCE LOCATOR

CONDITION(S): Given a search area, MK 26 ordnance locator, buried ordnance, EOD tools, an assistant, and the reference.

STANDARD: The Marine will locate a buried ordnance item using the ordnance locator.

PERFORMANCE STEPS:

1. Prepare ordnance locator for use.
2. Divide search area into segments.
3. Define segment boundaries.
4. Search each segment systematically using the ordnance locator.
5. Mark suspected buried ordnance.

REFERENCE(S):

1. Navy EODB 60A Series Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.4.3 OPERATE THE MK26 ORDNANCE LOCATOR

CONDITION(S): Given the MK26 Ordnance Locator, an assistant, and the reference.

STANDARD: The Marine will operate the MK26 Ordnance Locator to accomplish the required applications observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Determine application to be used. (land, undersea, or borehole)
2. Assemble the MK26 Ordnance Locator.
3. Perform required operation checks.
4. Use the MK26 Ordnance Locator to accomplish required application.

REFERENCE(S):

1. Appropriate Operator's Handbook

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 5 - IMPROVISED EXPLOSIVE DEVICES

TASK: 2336.5.1 OPERATE THE MK32 (X-RAY) EQUIPMENT

CONDITION(S): Given a fuzed ordnance item, EOD tools, MK32, an assistant, and the references.

STANDARD: The Marine will correctly operate the MK32 and X-ray a fuzed piece of ordnance.

PERFORMANCE STEPS:

1. Perform an operation check of the MK32.
2. Place film/cassette behind the fuze to be X-rayed.
3. Place shielding around the fuze, as needed.
4. Place the MK32 into position.
5. Operate the MK32.
6. Process and check film.
7. Retake X-rays, as required.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. Navy EODB 60A-2-1-42

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.5.2 PREPARE AND OPERATE EOD PHOTOGRAPHIC EQUIPMENT

CONDITION(S): Given an EOD incident, EOD photographic equipment, a subject, and the reference.

STANDARD: The Marine will prepare and operate photographic equipment to obtain photographs.

PERFORMANCE STEPS:

1. Assemble camera equipment and load the film.
2. Hold the camera correctly and view the subject through the viewfinder.
3. Focus camera and shoot the picture(s).
4. Unload film from camera for processing.
5. Evaluate processed pictures.

REFERENCE(S):

1. Appropriate Operator Handbooks

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.5.3 PERFORM RENDER SAFE PROCEDURE (RSP) ON SUSPECTED IMPROVISED EXPLOSIVE DEVICE (IED)

CONDITION(S): Given an EOD incident, suspected IED, demolition material, EOD tools, an assistant, and the reference.

STANDARD: The Marine will perform render safe procedure on suspected IED observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Examine the suspected IED.
2. Analyze methods of attack available.
3. Decide if area should be evacuated or protective measures used.
4. Select and implement method of attack.
5. Check results to determine if continuation of EOD procedures are required.
6. Check area for secondary devices.

REFERENCE(S):

1. Navy EODB 60 Series Publications

ADMINISTRATIVE INSTRUCTIONS:

1. This task is performed recognizing the fact that there are never any guarantees that an IED will be rendered safe.
- 

TASK: 2336.5.4 ASSEMBLE AND OPERATE REMOTELY CONTROLLED EOD TOOL (RCT) SET

CONDITION(S): Given the Remotely Controlled EOD tool set, an assistant, and the reference.

STANDARD: The Marine will assemble and operate the Remotely Controlled EOD tool set to accomplish required application(s) observing all applicable safety precautions.



PERFORMANCE STEPS:

1. Set up and operate RCT for tethered operations.
2. Set up and operate RCT for wireless operations.
3. Set up and operate RCT for shotgun disrupter operations.
4. Set up and operate RCT for operations with manipulator/gripper.
5. Use RCT to accomplish required applications.

REFERENCE(S):

1. Remote Operations and Maintenance Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 6 - RECOVERY OF MISCELLANEOUS AIRCRAFT EXPLOSIVE DEVICES AND ORDNANCE

TASK: 2336.6.1 PERFORM RENDER SAFE PROCEDURE (RSP) ON AIRCRAFT EXPLOSIVE HAZARDS

CONDITION(S): Given an aircraft, aircraft safety pins, aircraft maintenance crew, and the references.

STANDARD: The Marine will perform render safe procedure on aircraft explosive hazards so they will be completely rendered safe observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Identify the type of aircraft.
2. Identify any ordnance being carried by aircraft.
3. Render safe all ordnance on aircraft, if possible.
4. Render safe all ordnance delivery devices.
5. Identify all explosive hazards associated with the aircraft.
6. Render safe all identified explosive hazards.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. Applicable NAVAIR Publications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.6.2 RECOVER EXPLOSIVE HAZARDS FROM A DAMAGED/CRASHED AIRCRAFT

CONDITION(S): Given a damaged/crashed aircraft, EOD tools, emergency support personnel, investigation team, an assistant, and the references.

STANDARD: The Marine will completely recover and render safe all explosive hazards observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Don protective clothing, as required.
2. Approach aircraft upon permission from emergency support personnel.
3. Locate and render safe all immediate threat explosive items.
4. Locate and mark all explosive hazards.
5. Notify investigation team of location of explosive hazards.
6. Render safe and remove explosive hazards when given permission by investigation team.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. Applicable NAVAIR Publications

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training to review procedures may be substituted in lieu of actual damaged/crashed aircraft.
- 

DUTY AREA 7 - NUCLEAR/BIOLOGICAL/CHEMICAL OPERATIONS

TASK: 2336.7.1 PERFORM RADIOACTIVITY TEST USING RADIAC SETS

CONDITION(S): Given a radioactive source, radiac sets, EOD tools, and the reference.

STANDARD: The Marine will perform radioactivity tests using radiac sets observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Insert batteries into radiac sets.
2. Perform battery condition check.
3. Set range switch to least sensitive range.
4. Adjust range switch to more sensitive ranges, as needed.
5. Monitor unit until radiation is detected.
6. Record radiation intensity by observing meter reading or the frequency clicks in headset.

REFERENCE(S):

1. Appropriate Radiac Set Operator's Manual

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training, to review procedures may be substituted if no radioactive source is available.
-

TASK: 2336.7.2 VENT AND BURN CHEMICAL ORDNANCE

CONDITION(S): Given a chemical container or munition, EOD tools, & safe disposal area, demolition materiel, demolition charge container kit, dunnage, an assistant, and the references.

STANDARD: The Marine will completely vent and burn chemical container or munition observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Place dunnage in disposal pit.
2. Prepare ignition system and explosive venting charge.
3. Place chemical container or munition on dunnage.
4. Place venting charge on chemical container or munition.
5. Place ignition charge in dunnage.
6. Initiate venting and ignition simultaneously.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. TM 9-1300-206
3. TM 3-250

ADMINISTRATIVE INSTRUCTIONS:

1. Simulation of chemical ordnance is authorized for training.
- 

TASK: 2336.7.3 PERFORM TOXIC CHEMICAL AGENT TESTS USING THE M18A2 CHEMICAL DETECTOR KITS

CONDITION(S): Given an EOD incident site, M18A2 chemical detector kit, EOD tools, an assistant, and the reference.

STANDARD: The Marine will perform toxic chemical agent tests in sequence to determine if chemical agents are present.

PERFORMANCE STEPS:

1. Use chemical agent detector paper to check for presence of toxic liquid chemical agent.
2. Perform tests 1 through 7, as detailed in the reference.
3. Interpret the test results.
4. Perform test 9, as detailed in the reference, if tests 1 through 7 are negative.
5. Record all test results.

REFERENCE(S):

1. TM 3-6665-254-12

ADMINISTRATIVE INSTRUCTIONS:

1. Simulation of chemical agents is authorized for training.
-

TASK: 2336.7.4 CALCULATE DOWNWIND TOXIC CHEMICAL VAPOR AREA

CONDITION(S): Given an EOD incident site, a known toxic chemical, the known number of munitions involved in the incident, an M2 calculator, smoke grenade, thermometers, a map of the area, and the references.

STANDARD: The Marine will calculate the downwind toxic chemical vapor length and width area to within 20 meters.

PERFORMANCE STEPS:

1. Determine dosage.
2. Determine source strength in kilograms.
3. Set off smoke grenade, using smoke to determine wind direction and speed.
4. Convert wind speed in meters-per-minute.
5. Determine temperature gradient.
6. Use M2 calculator to determine length of downwind hazard and record on map.
7. Use M2 calculator to determine vapor cloud width and record on map.

REFERENCE(S):

1. Navy EODB 60 Series Publications
2. PM 9-15

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2336.7.5 PERFORM LEAK-SEALING PROCEDURES ON CHEMICAL MUNITIONS

CONDITION(S): Given a leaking chemical munition, EOD tools, decontaminates, an assistant, and the reference.

STANDARD: The leaking chemical munition will be properly sealed and decontaminated.

PERFORMANCE STEPS:

1. Inspect munition to decide what sealant is required.
2. Turn munition so the leak is uppermost.
3. Seal leak.
4. Decontaminate sealed munition.
5. Place munition in bag and seal bag with tape.
6. Check outside of bag for contamination.
7. Decontaminate as required.

REFERENCE(S):

1. PM 9-1

ADMINISTRATIVE INSTRUCTIONS:

1. Simulation of chemical ordnance is authorized for training.
- 

TASK: 2336.7.6 DISPOSE/NEUTRALIZE BIOLOGICAL AGENT/ORGANISMS

CONDITION(S): Given a biological container or munition, EOD tools, safe disposal area, demolition materiel, required equipment, an assistant, and the reference.

STANDARD: The Marine will completely dispose of or neutralize biological agent/organisms observing all applicable safety precautions.

PERFORMANCE STEPS:

1. Determine method of disposal/neutralization.
2. Prepare disposal area.
3. Prepare container or munition for disposal.
4. Prepare initiating system. (if required)
5. Initiate firing system. (if required)
6. Decontaminate area. (if required)

REFERENCE(S):

1. EODB 60A-1-1-11

ADMINISTRATIVE INSTRUCTIONS:

1. Simulation of biological containers or munitions are authorized for training.
-

MOS 2340, AMMUNITION OFFICER

DUTY AREA 1 - AMMUNITION STORAGE

TASK: 2340.1.1 MANAGE OPERATION OF A MAGAZINE AREA

CONDITION(S): Given an ammunition supply point, personnel, and the references.

STANDARD: The Marine will manage the operation of a magazine area to ensure the requisition, receipt, storage, issue, accountability, handling, shipment, minor maintenance and disposition of ammunition, and housekeeping of the area is kept in a high state of readiness to support unit missions.

PERFORMANCE STEPS:

1. Manage the proper receipt, storage, issue, and accountability of ammunition.
2. Ensure the proper implementation of explosive safety and environmental safety programs.
3. Ensure the proper implementation of a magazine area security program.
4. Monitor and use sound economy of resource management procedures.
5. Ensure requisition policies are followed.
6. Ensure safe handling and shipment procedures are followed.
7. Ensure minor maintenance of ammunition are correctly and safely conducted.
8. Ensure the proper implementation/management of a qualification/certification program as required by Marine Corps Order.
9. Monitor serviceability of MHE, hand tools, and fire fighting equipment.
10. Ensure the proper submission of waivers, exemptions and site approval, as required.

REFERENCE(S):

1. NAVSEA OP 5, Vol I
2. NAVSEA OP 2165, Vol I
3. NAVSEA OP 2239
4. OPNAV 5530.13/14
5. MCO P4030.19\_
6. MCO P4400.76\_
7. MCO 8020 Series
8. Th 5-461
9. TM 9-243
10. UM 4400-15
11. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3

TASK: 2340.1.2 ESTABLISH/MANAGE A FIELD MECHANIZATION SUPPLY POINT (FASP)

CONDITION(S): Given the mission to provide combat service support (CSS), personnel, required tools, supplies and equipment, and the references.

STANDARD: The Marine will establish and manage a field ammunition supply point so that the site selection, required equipment, personnel support, and security requirements will be determined, and safely operated to meet mission requirements.

PERFORMANCE STEPS:

1. Select adequate field storage site.
2. Determine logistics requirements for equipment and personnel support.
3. Design a FASP.
4. Establish FASP.
5. Ensure the proper receipt, storage, issue, and accountability of ammunition.
6. Ensure the proper implementation/management of explosive and environment safety programs.
7. Ensure the proper implementation/management of a magazine area security program.
8. Monitor and use sound economy of resource management procedures.
9. Ensure requisition policies are followed.
10. Ensure safe handling and shipment procedures are followed.
11. Ensure minor maintenance of ammunition is correctly and safely conducted.
12. Ensure the proper implementation/management of a qualification/certification program.
13. Monitor serviceability of MHE, hand tools, and fire fighting equipment.

REFERENCE(S):

1. MCO 5500.12
2. MCO 5500.13
3. MCO 8020 Series
4. NAVSEA OP 2239
5. NAVSEA OP 5, Vol 3
6. Th 5-461
7. Th 9-243
8. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3

DUTY AREA 2 - AMMUNITION SURVEILLANCE/INSPECTION

TASK: 2340.2.1 MANAGE Mt4 [JNITION SAFETY PROGRAM

CONDITION(S): Given the responsibility to manage an ammunition safety program, requirement for safety training, and the references.

STANDARD: The Marine will manage an ammunition safety program to ensure training is performed and personnel observe all safety regulations during ammunition operations.

PERFORMANCE STEPS:

1. Ensure safety regulations are met during ammunition operations.
2. Develop a fire prevention program as part of the safety program.
3. Ensure safety procedures are complied with.
4. Ensure all personnel participate in current safety programs.

REFERENCE(S):

1. MCO 5100.8
2. MCO 8020.1
3. MCO P11000.8\_
4. NAVSEA OP 5, Vol 1
5. OPNAVINST 8023.1
6. EXECUTIVE ORDER 12088 (NOTAL)
7. NAVSEA SWO20-AC-SAF-010, Vols 1, 2 and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
- 

TASK: 2340.2.2 MANAGE ENVIRONMENTAL SAFETY PROGRAM

CONDITION(S): Given the responsibility to manage an environmental safety program, requirement for environmental safety training, and the references.

STANDARD: The Marine will manage the environmental safety program to ensure training is performed and personnel observe all environmental regulations during ammunition operations.

PERFORMANCE STEPS:

1. Ensure possible health hazards are identified and "The Right to Know" promulgated.
2. Conduct environmental safety training of personnel.
3. Execute emergency Environmental Hazard Plan.

REFERENCE(S):

1. DON ENVIRONMENTAL POLICY 93-02
2. EXECUTIVE ORDER 12856



3. 29 CFR 1910.1200
4. DoD DIRECTIVE 4210.15
5. EXECUTIVE ORDER 12780
6. NAVSEAINST 8020.6

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
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TASK: 2340.2.3 MANAGE AMMUNITION SECURITY PROGRAM

CONDITION(S): Given the responsibility to manage an ammunition security program, local SOP's, and the references.

STANDARD: The Marine will manage an ammunition security program in support of local and Marine Corps requirements to reduce or eliminate the risk of loss or theft of ammunition stocks.

PERFORMANCE STEPS:

1. Inspect ammunition facility and stocks to identify any security violations.
2. Ensure established procedures for securing ammunition stocks are followed.
3. Ensure all security procedures are enforced.
4. Correct all identified security violations immediately.
5. Coordinate ASP Security Plan and the External Security Plan.

REFERENCE(S):

1. DoD 5100.76
2. NAVSEA OP 5, Vol 1
3. NAVSEA OP 2165, Vol 1
4. NAVSEA OP 2239
5. OPNAVINST 5530.13
6. FM 9-38
7. MCO 5500.12
8. MCO 5500.13
9. MCO 8020.1
10. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
-

TASK: 2340.2.4 ESTABLISH AN AMMUNITION INSPECTION PROGRAM

CONDITION(S): Given the requirement to establish an ammunition inspection program, local SOP's, and the references.

STANDARD: The Marine will establish an ammunition inspection program in support of local and Marine Corps requirements to evaluate ammunition stocks for serviceability.

PERFORMANCE STEPS:

1. Establish/monitor procedures for the visual inspection of ammunition serviceability and the assignment of appropriate condition code.
2. Establish procedures to request disposition of unserviceable ammunition, as required.

REFERENCE(S):

1. SB 742-1
2. SB 742 series
3. SB 1300 series
4. SB 1400 series
5. MCO 8020.1
6. NAVSEA OP 5, Vol 1
7. NAVSEA TWO 10-AA-ORD-010
8. NAVSEA TWO 24-AA-ORD-010
9. TM 43 Series
10. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3

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DUTY AREA 3 - TRANSPORTATION

TASK: 2340.3.1 MANAGE PREPARATION OF AMMUNITION FOR TRANSPORT

CONDITION(S): Given a request for ammunition, personnel, mode of transport, packing materials and supplies, and the references.

STANDARD: The Marine will manage preparation of ammunition for transport ensuring that personnel tasked to prepare ammunition for transport meet the mission requirements of the requesting activity.

PERFORMANCE STEPS:

1. Determine compatibility of ammunition to be transported.
2. Determine packing/packaging requirements.
3. Confirm destination, time, and date for transport.
4. Determine mode and quantity of conveyances required to transport ammunition.
5. Brief personnel on requirements for transport, to include:

- a. Vehicle inspection.
- b. Driver instructions.
- c. Safety requirements.
- d. Security.
- e. Compatibility.
- a. Arrange for route clearance.
- b. Ensure required documentation is correctly prepared prior to shipment.

REFERENCE(S):

- 1. NAVSEA OP 2165, Vol 1
- 2. NAVSEA OP 2339
- 3. NAVSEA OP 3681
- 4. MCO P4030.19\_
- 5. MCO 8020.1
- 6. BOE 6000
- 7. NAVSEA OP 5, Vol 1
- 8. PM 9-38
- 9. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

- 1. Must be certified/qualified per Mc0 8023.3
- 

DUTY AREA 4 - OPERATIONS

TASK: 2340.4.1 PERFORM AS DIRECT SUPPORT PLATOON COMMANDER

CONDITION(S): Given the mission to provide direct support of Class V(W) to designated units, personnel, supplies and equipment, and the references.

STANDARD: The Marine will advise the Commander and manage the Ammunition Safety Program, Storage Plan, maintenance, handling, movements and port operations of all Class V(W) within the Direct support Mission of the Ammunition Company.

PERFORMANCE STEPS:

- 1. Manage tasks of personnel engaged in the requisitioning, receipt, storage, issue, handling, shipment, and renovation of ammunition.
- 2. Make labor and time estimates to manage ammunition assets.
- 3. Advise the Commander on matters relating to handling of ammunition at ports and on ships; handling and shipping of ammunition during training and combat operations; and movement by rail, aircraft, truck, or sea.
- 4. Coordinate reporting and accounting procedures.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. PM 9-38
4. PM 9-13
5. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS:

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TASK: 2340.4.2 PERFORM AS DIRECT SUPPORT PLATOON OPERATIONS OFFICER

CONDITION(S): Given the mission to provide direct support of Class V(W) to designated units, personnel, supplies and equipment, and the references.

STANDARD: The Marine will advise the Commander and manage the Ammunition Safety Program, Storage Plan, maintenance, handling, movement and port operations all Class V(W) within the Direct Support Mission of the Ammunition Company.

PERFORMANCE STEPS:

1. Manage ammunition and explosive safety, storage, maintenance, and transportation.
2. Draft, staff, and coordinate the implementation of all ammunition policy for the Ammunition Company.
3. Resolve all ammunition related problems before they become critical.
4. Advise the Commander on matters relating to handling of ammunition at ports and on ships; handling and shipping of ammunition during training and combat operations; and movement by rail, aircraft, truck, or sea.
5. Coordinate, manage, and prioritize the movement of Class V(W) within the area of operations.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. FM 9-38
4. FM 9-13
5. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
- 

TASK: 2340. 4.3 PERFORM AS GENERAL SUPPORT PLATOON OPERATIONS OFFICER

CONDITION(S): Given the mission to provide general support of Class V(W), personnel, supplies and equipment, and the references.

STANDARD: The Marine will advise the Commander and manage the Ammunition Safety Program, Storage Plan, maintenance handling, movement and port operations of all Class V(W) within the general support mission of the Ammunition Company.

PERFORMANCE STEPS:

1. Manage ammunition and explosive safety, storage, maintenance, and transportation.
2. Draft, staff, and coordinate all ammunition policy for the ammunition Company.
3. Resolve all ammunition related problems before they become critical.
4. Advise the Commander on matters relating to handling of ammunition at ports and on ships; handling and shipping of ammunition during training and combat operations; and movement by rail, aircraft, truck, or sea.
5. Coordinate, manage, and prioritize the movement of Class V(W) within the area of operations.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. FM 9-38
4. FM 9-13
5. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
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TASK: 2340.4.4 PERFORM AS GENERAL SUPPORT PLATOON COMMANDER

CONDITION(S): Given the mission to provide general support of Class V(W), personnel, supplies and equipment, and the references.

STANDARD: The Marine will advise the Commander and manage the Ammunition Safety Program, Storage Plan, maintenance, handling, movement and port operations of all Class V(W) within the general support mission of the Ammunition Company.

PERFORMANCE STEPS:

1. Manage tasks of personnel engaged in the requisitioning, receipt, storage, issue, handling, shipment, and renovation of ammunition.
2. Make labor and time estimates to manage ammunition assets.
3. Advise the Commander on matters relating to handling of ammunition at ports and on ships; handling and shipping of ammunition during training and combat operations; and movement by rail, aircraft, truck, or sea.
4. Coordinate reporting and accounting procedures.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. FM 9-38

4. FM 9-13
5. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
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TASK: 2340.4.5 PERFORM AS OPERATIONS OFFICER OF AMMUNITION COMPANY

CONDITION(S): Given the mission to manage Class V(W) support to the MEF, personnel, supplies and equipment, and the references.

STANDARD: The Marine will advise the Commander and manage the Ammunition Safety Program, Storage Plan, maintenance, handling, movement and port operations of all Class V(W) within Ammunition Company responsibility.

PERFORMANCE STEPS:

1. Supervise ammunition and explosive safety, storage, maintenance, transportation, and management.
2. Draft, staff, and coordinate all ammunition policy for the Ammunition Company.
3. Resolve all ammunition related problems before they become critical.
4. Advise the Commander on matters relating to handling of ammunition at ports and on ships; handling and shipping of ammunition during training and combat operations; and movement by rail, aircraft, truck, or sea.
5. Coordinate, manage, and prioritize the movement of Class V(W) within the area of operations.

REFERENCE(S):

1. NAVSFA OP 5, Vols 1 and 3
2. NAVSEA OP 2165, Vol 1
3. MCO 8020 Series
4. FMFM 4-1
5. OH 4-1
6. FM 9-13
7. FM 9-38
8. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3
9. BOE 6000
10. OH 4-11

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
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TASK: 2340.4.6 PERFORM AS OFFICER IN CHARGE, MARINE ELEMENT USAOMMCS

CONDITION(S): Given the mission as OIC, Marine Element, local SOP, and the references.

STANDARD: The Marine will perform as Officer in Charge of the Marine Element and develop, coordinate, and implement the training curriculum for approved Individual Training Standards.

PERFORMANCE STEPS:

1. Implement and manage the course curriculum to ensure students are taught in compliance with the Individual Training Standards System.
2. Provide to the OCCFLD sponsor recommendations for changes to the Individual Training Standards as a result of changes to doctrine, force structure and/or introduction of new weapons systems and equipment into the Marine Corps.
3. Periodically review course material for correctness and obsolescence ensuring material is updated, as required.

REFERENCE(S):

1. MCO 1500.40
2. MCO 1500.42
3. MCO 1553.1

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3

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TASK: 2340.4.7 PERFORM AS OPERATIONS OFFICER, PLANS, LOGISTICS AND POLICIES, MARCORSYSCOM

CONDITION(S): Given the mission as Operations Officer, plans logistics and policies, local directives, and the references.

STANDARD: The Marine will perform as Operations Officer to develop, coordinate, and implement all policies and procedures related to Class V(W) at the Headquarters and Joint Staff level.

PERFORMANCE STEPS:

1. Develop/recommend policies and procedures for ammunition management.
2. Provide oversight of explosive safety and environmental safety programs that impact on ammunition and explosive management.
3. Provide input for strategic and deliberate planning to include Time Phased Force Deployment Data planning and implementation.
4. Compute and consolidate ammunition requirements for the FMF.
5. Provide oversight of the MARSO process.
6. Provide oversight of logistical, wholesale, retail, and Combat Service Support for Class V(W) sustainment.

REFERENCE(S):

1. AFSC PUB 1 (JOINT STAFF OFFICERS GUIDE)
2. DoD MANUAL 5160.165
3. MCO 8000 Series

4. MCO 8020 Series
5. FMFM 4-1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.4.8 PERFORM AS COMPANY COMMANDER, AMMUNITION COMPANY

CONDITION(S): Given the mission as an Ammunition Company Commander, local SOP, and the references.

STANDARD: The Marine will perform as an Ammunition Company Commander which will establish command relationships to foster a positive atmosphere of mission accomplishment.

PERFORMANCE STEPS:

1. Provide general Class V supply support to the Marine Expeditionary Force (MEF) and component forces, as required.
2. Ensure orders/procedures are up-to-date.
3. Ensure training is conducted per the Qualification/Certification Program.
4. Implement/maintain company contingency plans.
5. Conduct review of T/O and T/E to ensure compliance with contingency requirements.

REFERENCE(S):

1. NAVSEA OP 5, Vols 1 and 3
2. MCO 8020.1
3. FMFM 4-1
4. OH 4-1
5. FM 9-13
6. FM 9-38
7. NAVSEA OP 2239
8. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3
9. UM 4400-15
10. UM 4400-124

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.4.9 PERFORM AS DIVISION AMMUNITION OFFICER

CONDITION(S): Given the mission as a Division Ammunition Officer, local SOP, and the references.

STANDARD: The Marine will perform as Division Ammunition Officer and will develop, coordinate, and implement all policies and procedures related to Class V(W) within the division.

PERFORMANCE STEPS:

1. Perform as Division Technical Advisor.
2. Determine division ammunition training requirements.

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- 3. Determine division ammunition combat requirements.
- 4. Manage training allocations.
- 5. Manage MARSO's.
- 6. Manage all ammunition related programs and procedures within the division.
- 7. Ensure that malfunction/incident reports are submitted by subordinate units.

REFERENCE(S):

- 1. NAVSEA OP 5, Vols 1 and 3
- 2. MCO 8020.1
- 3. MCO 8025.1
- 4. FMFM 4-1
- 5. OH 4-1
- 6. FM 9-13
- 7. FM 9-38
- 8. NAVSEA OP 2239
- 9. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3
- 10. UM 4400-15
- 11. UM 4400-124

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.4.10 PERFORM AS MARFORLANT/MARFORPAC AMMUNITION OFFICER

CONDITION(S): Given the mission as the MARFORLANT/MARFORPAC Ammunition Officer, local SOP, and the references.

STANDARD: The Marine will perform as the MARFORLANT/MARFORPAC Ammunition Officer and will develop, coordinate, and implement all policies and procedures related to Class V(W).

PERFORMANCE STEPS:

- 1. Coordinate all MARFORLANT/MARFORPAC ammunition related matters.
- 2. Perform as the representative to CINC in development and implementation of all CINC OPLANS.
- 3. Develop, refine, analyze, and execute AMMO contingency plans.
- 4. Provide oversight of MARSO process.

REFERENCE(S):

- 1. NAVSEA OP 5, Vols 1 and 3
- 2. MCO 8020.1
- 3. FMFM 4-1
- 4. OH 4-1
- 5. FM 9-13

6. FM 9-38
7. NAVSEA OP 2239
8. NAVSFA SWO20-AC-SAF-010, Vols 1, 2, and 3
9. UM 4400-15
10. UM 4400-124

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 2340.4.11 PERFORM AS MEF AMMUNITION OFFICER

CONDITION(S): Given the mission of a MEF Ammunition Officer, local SOP, and the references.

STANDARD: The Marine will perform as MEF Ammunition Officer and will develop, coordinate, and implement all policies and procedures related to Class V(W) within the MEF.

PERFORMANCE STEPS:

1. Coordinate with subordinate commands on all MEF AMMO related matters.
2. Provide in-depth knowledge of AMMO support for strategic and deliberate planning, to include Time Phased Force Deployment Data planning and implementation.
3. Develop, refine, analyze, and execute AMMO contingency plans.
4. Coordinate operational level joint service and coalition support procedures.
5. Compute and consolidate ammunition requirements for the MEF.
6. Coordinate all Maritime Prepositioning Force procedures within the MEF.

REFERENCE(S):

1. NAVSEA OP 5, Vols 1 and 3
2. MCO 8020.1
3. FMFM 4-1
4. OH 4-1
5. FM 9-13
6. FM 9-38
7. NAVSEA OP 2239
8. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3
9. UM 4400-15
10. UM 4400-124

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 5 - ADMINISTRATION AND PLANNING

TASK: 2340.5.1 ESTABLISH/MANAGE A TECHNICAL LIBRARY

CONDITION(S): Given an SL 1-2, SL 1-3, MCBul 5215, list of on hand directives, and the references.

STANDARD: The Marine will establish and manage a technical library to ensure that required directives are available to perform ammunition operations.

PERFORMANCE STEPS:

1. Review SL 1-2, SL 1-3, DA PAM 25-30, and MCBul 5215 to determine publications/directives requirements.
2. Review requirements for publications and insure publications are ordered and back orders are validated.
3. Manage the technical library, as required for the billet being filled.

REFERENCE(S):

1. MCO P4790.2\_
2. MCO P5600.31\_
3. MCO 5600.45
4. DA PAM 25-30

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.5.2 PROVIDE AMMUNITION SUPPORT FOR MEB

CONDITION(S): Given the mission to provide technical, logistical, and planning support for Class V(W) for the MEB, local SOP, and the references.

STANDARD: The Marine will provide logistical support, requirements determination, and combat service support planning for the MEB.

PERFORMANCE STEPS:

1. Provide technical advice to the Commander
2. Provide logistical support.
3. Determine ammunition requirements for the MEB.
4. Participate in the deliberate planning process.
5. Conduct operational combat service support planning.
6. Participate in the TPFDD process.

REFERENCE(S):

1. NAVSEA OP 5, Vols 1 and 3
2. NAVSEA OP 2165, Vol 1
3. MCO 8020 Series
4. FMFM 4-1

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5. OH 4-1
6. PM 9-13
7. PM 9-38
8. NAVSEA SWO20-AC-SAF-010. Vols 1, 2, and 3
9. BOE 6000
10. OH 4-11

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.5.3 DEVELOP LOGISTICS PLANS AND POLICIES RELATED TO CLASS V(W)

CONDITION(S): Given the responsibility to oversee all facets of Class V(W) operations and the references.

STANDARD: The Marine will plan, organize, direct, supervise, and review all policies and procedures pertaining to Marine Corps Class V(W) at the Headquarters and Joint Staff level.

PERFORMANCE STEPS:

1. Develop/recommend policies/procedures for ammunition.
2. Act as liaison to single item manager for conventional ammunition.
3. Serve as the department head for the maintenance program.
4. Serve as the MOS Sponsor for MOS's 2311 and 2340.

REFERENCE(S):

1. AFSC PUB 1 (JOINT STAFF OFFICERS GUIDE)
2. DoD MANUAL 5160.165
3. MCO 8000 Series
4. MCO 8020 Series
5. FMFM 4-1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 6 - LIAISON

TASK: 2340.6.1 MANAGE MARINE CORPS OWNED CLASS V(W)

CONDITION(S): Given the responsibility to represent Marine Corps Class V(W) interests, billet LOI, local directives, and the references.

STANDARD: The Marine will manage receipt, storage, shipment, inspection, renovation, and accounting for all Marine Corps owned ammunition. Ensure that funding requests and work description modifications are submitted as required.

PERFORMANCE STEPS:

1. Manage the processing of shipment orders including the selection of lots, location data, and applicable inspection certification.
2. Manage incoming shipments from users, other storage sites, or from production to ensure that adequate storage and inspection arrangements have been made, and that asset data is recorded on stock records.
3. Manage all project orders issued by Commander, MARCORSYSCOM (PM AMMO) for work to be accomplished at Ammunition Activities. Ensure that request for funding and/or work description modifications required to complete approved programs are submitted to MARCORSYSCOM (PM AMMO).
4. Manage and provide recommendations on all requests for disposition of Marine Corps material. Ensure necessary data is presented:
  - a. NAR
  - b. Lot number
  - a. Provide Ammunition Record Management to include:
    - (1) Lot Number Identification
    - (2) Maintenance of Stock Records
    - (3) Preparation of routine and special reports
    - (4) War reserve shortage reports
    - (5) Training allowance shortages
    - (6) Inventories
  - (1) Ensure that shipments of assets earmarked for Positioned War Reserve Material Stocks (PMRMS) are not made without prior approval.
  - (2) Coordinate support provided to Marine Barracks Ground Defense/Security forces and ships detachments.
  - (3) Ensure that adequate training assets are on hand at Naval Activities to support the training MARSO's.

REFERENCE(S):

1. DoD MANUAL 5160.65
2. UM 4400-15
3. UM 4400-124
4. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3
5. NAVSEA TWO 10-AA-ORD-010
6. NAVSEA TWO 24-AA-ORD-010

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7. MCO 8020.1
8. NAVSEA OP 5, Vol 1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 2340.6.2 MONITOR THE DEVELOPMENT AND EXECUTION OF PLANS AND INSTRUCTIONS

CONDITION(S): Given the responsibility to represent Marine Corps Class V(W) interests, billet LOI, local directives, and the references.

STANDARD: The Marine will monitor inspections, outloading, inventory, NAR's, MARSO deficiencies of all Marine Corps owned ammunition; ensure PM AMMO is informed of any development, change in policy, or situation impacting on Marine Corps Class V(W).

PERFORMANCE STEPS:

1. Monitor inspections, test, rework/modification, and/or retrofitting material in stock.
2. Monitor outloading in support of contingency plans.
3. Monitor scheduling and conduct of physical inventories and inventory reconciliations.
4. Monitor all Notices of Ammunition Reclassification (NAR) TWO 24-AA-ORD-010. Ensure that stock records for Marine Corps owned material are updated accordingly.
5. Initiate action to immediately advise the Commander, MARCORSYSCOM (PM AMMO), per instruction contained in Marine Corps Ammunition Requirements Support Order (MARSO), of any PWRMS deficiencies not previously reported.
6. Provide Commander, MARCORSYSCOM (PM AMMO), information on any policy, technical development or situation impacting on Marine Corps Class V(W) material or the Navy/Marine Corps ordnance support relationship.

REFERENCE(S):

1. DoD MANUAL 5160.65
2. UM 4400.15
3. UM 4400-124
4. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3
5. NAVSEA TWO 10-AA-ORD-010
6. NAVSEA TWO 24-AA-ORD-010
7. MCO 8020.1
8. NAVSEA OP 5, Vol 1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.6.3 ADMINISTER LIAISON ACTIVITIES

CONDITION(S): Given the responsibility to represent Marine Corps Class V(W) interests, billet LOI, and local directives.

STANDARD: The Marine will administer liaison activities by representing the Marine Corps on all matters pertaining to Class V(W) by interfacing with local commands and civilian/FMF representatives.

PERFORMANCE STEPS:

1. Interface with local command.
2. Establish and maintain working relations, and assist, upon request, with FME/civilian representatives involving Class V(W) matters.
3. Participate in meetings and conferences where matters under discussion impact on the Marine Corps.
4. Represent the Marine Corps on all other matters concerning Class V(W) material.
5. Perform unique duties assigned to specific Liaison Officer as indicated in LOI.

REFERENCE(S):

1. DoD MANUAL 5160.65
2. UM 4400.15
3. UM 4400-124
4. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3
5. NAVSEA TWO 10-AA-ORD-010
6. NAVSEA TWO 24-AA-ORD-010

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.6.4 PERFORM ON JOINT OPERATIONAL STAFF

CONDITION(S): Given the mission to support operational planning related to Marine Corps Class V(W) and the references.

STANDARD: The Marine will perform on Joint Operational Staff and provide technical knowledge for logistical support, deliberate planning, and combat service support wholesale and retail rules for Marine Corps Class V(W).

PERFORMANCE STEPS:

1. Act as the Marine Corps representative on all matters pertaining to Class V(W) support and sustainability.
2. Provide Marine Corps input to the Deliberate Planning Process.

REFERENCE(S):

1. AFSC PUB 1 (JOINT STAFF OFFICERS GUIDE)
2. FMFM 4-1
3. OH 4-1
4. FM 9-13
5. FM 9-38

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 2340.6.5 PERFORM AS JOINT MUNITIONS OFFICER

CONDITION(S): Given the responsibility to represent Marine Corps Class V(W) interests, billet LOI, local directives, and the references.

STANDARD: The Marine will act as the Marine Corps representative to the Executive Director of Conventional Ammunition by planning, organizing, directing, controlling, and participating in all facets of ammunition production, storage, quality transportation, demilitarization, and safety of conventional ammunition.

PERFORMANCE STEPS:

1. Plan organize, direct, and control the total work of the division which is responsible for monitoring the centralized management of the Ammunition Wholesale Logistics System and Requirements to accomplish the responsibilities as specified in DOD Directive 5160.65.
2. Establish goals and objectives; issue the necessary regulations, directives, and policy statements governing the work.
3. Prioritize tasks, resolve problems, confer with subordinates, and ensure accomplishment of the division mission.
4. Exercise authority for administration of personnel matters, such as rating of employees, recommending promotions, demotions, removal of personnel, and maintaining discipline.
5. Direct activities of subordinate employees.
6. Maintain continuing coordination with the Military Department Headquarters staff, secretaries, and OSD in matters relating to acquisition programs, the Ammunition Wholesale Logistics System including such functions as supply, maintenance, demilitarization, storage, transportation, security, quality assurance, packaging, handling, and explosive safety for conventional ammunition that relate to the SMCA mission.
7. Participate in major policy meetings of DoD components for the purpose of representing SMCA views from an operational resource standpoint.
8. Make commitments and decisions governing all phases of the mission responsibilities in achieving overall objectives.
9. Render expert advice and assistance to higher headquarters and subordinate command(s) regarding Logistics functions and activities.
10. Secure clearance with higher authority on unusual matters whenever policy concerns other commands of AMC.
11. Act as a focal point on critical actions that require immediate, continuing, and effective interface of joint service actions in support of division's mission.
12. Review adequacy and assist in the justification of dollar and manpower requirements for a viable SMCA Ammunition Logistics System (Og,M)
13. Provide required expertise (logistics) to the operation of the EDCA activity and maintain appropriate liaison with the Navy and Marine Corps conventional ammunition community.
14. Critique SMCA performance and provide written inputs to the annual report required by DoD Directive 5160.65
15. Serve as the Marine Corps Point of Contact within the EDCA.

REFERENCE(S):

1. DoD MANUAL 5160.65
2. AFSC PUB 1 (JOINT STAFF OFFICERS GUIDE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)



TASK: - 2340.6.6 CONDUCT DELIBERATE PLANNING

CONDITION(S): Given the responsibility to conduct deliberate planning and the references.

STANDARD: The Marine will conduct deliberate planning as defined in the Joint Publication 5-02.1, JOPS Vol I, II, and III. Use the five formal phases of deliberate planning as they support the Joint Operational Planning.

PERFORMANCE STEPS:

1. Identify the purpose of deliberate planning.
2. Identify the 6 major systems and the one subsystem used by DoD that affect Joint Planning and Operations.
3. Identify the formal phases of deliberate planning.
4. Identify the relationship between the Defense Planning Guidance (DPG) and the planning, programming, and budgeting system (PPBS).
5. Utilize Joint Planning System (JOPS) and Joint Operation Planning and Execution System (JOPES).
6. Utilize the TPFDD file and the deliberate planning in support of OPLANS.
7. Identify the Joint Planning and Execution Communities (JPEC) role in the training, preparation, movement, employment, support, and sustainment of forces in the theater of operations.

REFERENCE(S):

1. AFSC PUB 1 (JOINT STAFF OFFICERS GUIDE)
2. FMFM 4-1
3. FM 9-13
4. FM 9-38
5. OH 4-1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 7 - LOGISTICS

TASK: 2340.7.1 DETERMINE CLASS V(W) REQUIREMENTS

CONDITION(S): Given a T/O, T/E, mission statement, and the references.

STANDARD: The Marine will determine Class V(W) requirements by computing both annual training and prepositioned war reserve requirements and submit the computations to higher headquarters for validation.

PERFORMANCE STEPS:

1. Compute annual training allowances.
2. Compute prepositioned war reserve material requirements.
3. Develop MARSO and submit to higher headquarters.

REFERENCE(S):

1. MCO 8010.1
2. MCO P8011.4

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ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.7.2 PLAN SPREADLOADING OF CLASS V(W) PWRMR

CONDITION(S): Given the PWRMR, ASR's, local SOP, and the references.

STANDARD: The Marine will plan spreadloading of Class V(W) PWRMR and determine the appropriate distribution of Class V(W) in support of prepositioning requirements.

PERFORMANCE STEPS:

1. Identify weapons stations and naval magazine functions.
2. Identify the concept of Class V(W) geo-prepositioning.
3. Identify the Maritime Prepositioning Forces Concept.
4. Identify Ammunition Supply Point Functions.
5. Identify the LFORM concept.
6. Identify MEF level ammunition requirements.

REFERENCE(S):

1. DoD MANUAL 5160.65
2. FMFM 4-1
3. FM 9-13
4. FM 9-38
5. OH 4-1
6. OH 4-11
7. UM 4400-15
8. UM 4400-124

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.7.3 VALIDATE THE MARSO

CONDITION(S): Given a MARSO, applicable documentation, and the references.

STANDARD: The Marine will validate the MARSO and confirm MARSO requirements, formulate the available supply rates and publish the MARSO.

PERFORMANCE STEPS:

1. Confirm annual training allowances requests.
2. Confirm prepositioned war reserve material requirements.
3. Compare total Class V(W) requirements to the Marine Corps inventory and formulate the available supply rates.
4. Publish the training and PWRMR MARSO.

REFERENCE(S)

- 1. MCO P8011.4
- 2. MCO 8010.1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.7.4 PERFORM RESEARCH, DEVELOPMENT, AND ACQUISITION ACTIVITIES

CONDITION(S): Given the mission to support a Research, Development, and Acquisition program and the references.

STANDARD: The Marine will conduct the Research, Development, and Acquisition functions related to Class V(W).

PERFORMANCE STEPS:

- 1. Utilize the Planning, Programming, and Budgeting System (PPBS) for POM development.
- 2. Procure ammunition through the SMCA and commercial sources.
- 3. Manage and monitor R&D programs.
- 4. Coordinate with MCCDC on Class V(W) requirements generation process.

REFERENCE(S):

- 1. DoD 5000.1 and 2
- 2. SECNAVINST 5000.2
- 3. MCO 3900.4
- 4. MCO P7100.11

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.7.5 IDENTIFY INVENTORY MANAGEMENT CONCEPTS

CONDITION(S): Given the mission to support Marine Corps owned Class V(W) at the wholesale level and the references.

STANDARD: The Marine will identify the functional role of the inventory management of Class V(W).

PERFORMANCE STEPS:

- 1. Identify Class V(W) management concept at the inventory control point level.
- 2. Utilize the services of the Inventory Management Branch, PM AMMO, and the ITS interface with external agencies (SMCA, other service ICPS...).

REFERENCE(S):

- 1. DoD MANUAL 5160.65
- 2. UM 4400.15
- 3. MCO 4400.16
- 4. MCO P4400.76\_

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ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.7.6 IDENTIFY MAINTENANCE/QUALITY ASSURANCE CONCEPTS

CONDITION(S): Given the mission to support a maintenance/QA program at the wholesale level and the references.

STANDARD: The Marine will identify the functional role in the maintenance/quality assurance of Class V(W).

PERFORMANCE STEPS:

1. Identify the Integrated Conventional Ammunition Maintenance Plan (ICAMP) process.
2. Identify the reclassification process and the various agencies that are involved.
3. Identify the maintenance/renovation process for conventional and missile type munitions.
4. Identify the surveillance process.
5. Identify the procurement of ammunition components through the SMCA and commercial sources process.

REFERENCE(S):

1. DoD MANUAL 5160.65
2. NAVSEA TWO-10-AA-ORD-10
3. NAVSEA TWO-24-AA-ORD-10

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.7.7 IDENTIFY THE ROLE OF THE SMCA

CONDITION(S): Given a mission requiring SMCA support and the reference.

STANDARD: The Marine will identify the role and mission of the Single Manager for Conventional Ammunition (SMCA).

PERFORMANCE STEPS:

1. Identify the mission of SMCA.
2. Identify the organization of SMCA.
3. Identify the responsibilities of the Executive Director for Conventional Ammunition, the U.S. Army Armament Munitions and Chemical Command, and the Joint Ordnance Commanders Group.

REFERENCE(S):

1. DoD MANUAL 5160.65

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.7.8 IDENTIFY THE CRANE ROLE

CONDITION(S): Given the mission of requiring Crane Class V(W) support, the billet LOI, and the reference.

STANDARD: The Marine will identify the roles and missions of both Crane Army Ammunition Plant (CAAP) and Naval Surface Warfare Center (NSWC), Crane.

PERFORMANCE STEPS:

1. Identify the Mission of NSWC Crane to include:
  - a. Conducting analysis of Marine corps ammunition quality deficiencies.
  - b. Packaging/palletization design and development.
  - c. Conduct repair/modification of Marine Corps owned Class V(W) material.
  - d. Plan maintenance for conventional and missile type munitions in support of PMAM.
  - e. Act as the In-service Engineering Agent (ISEA) for Marine Corps Class V(W).

REFERENCE(S):

1. OPNAVNOTE 5-50

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.7.9 FORMULATE THE CLASS V(W) BUDGET

CONDITION(S): Given applicable documentation, directive to generate a budget, local SOP, and the references.

STANDARD: The Marine will formulate the Class V(W) budget utilizing the POM and PPBS processes, procurement initiatives, and the budget submission requirements.

PERFORMANCE STEPS:

1. Identify shortfalls within the FYDP.
2. Compute the cost of procuring shortfalls.
3. Identify optimum procurement schedules for shortfalls.
4. Develop a planned procurement schedule for the POM period.
5. Prepare and review supporting exhibits for budget submission.
6. Coordinate preparation and submission of Procurement Marine Corps (PMC) initiatives for Ammunition.
7. Provide updates and briefings related to Ammunition budget issues.
8. Respond to funding increase/decrement drills.
9. Track POM initiatives/submissions through POM cycle.

REFERENCE(S):

1. MCO P7100.11
2. DoD MANUAL 5160.65

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 2340.7.10 PROCURE AMMUNITION THROUGH SMCA

CONDITION(S): Given the mission to initiate procurement action from SMCA, local SOP, and the reference.

STANDARD: The Marine will procure ammunition by preparing and submitting necessary documentation through the SMCA.

PERFORMANCE STEPS:

1. Draft the Funding Action Request (FAR).
2. Track the procurement action.
3. Initiate action to amend the procurement as necessary.
4. Maintain the procurement database in MAARSII.
5. Maintain MIPR file.
6. Monitor the status of undelivered MIPR's and take appropriate action when technical problems, CCB or other causes result in production delays.

REFERENCE(S):

1. DoD MANUAL 5160.65

ADMINISTRATIVE INSTRUCTIONS:

1. Working knowledge of contracting and defense requirement required.
- 

TASK: 2340.7.11 PROCURE AMMUNITION FROM COMMERCIAL SOURCES

CONDITION(S): Given the mission to procure Class V(W) from commercial sources, local SOP, and the reference.

STANDARD: The Marine will procure ammunition from commercial sources by preparing and submitting necessary documentation through the appropriate processes.

PERFORMANCE STEPS:

1. Identify commercial source(s).
2. Identify the appropriate contracting agency.
3. Prepare a draft FAR or Request for Contractual Procurement (RCP).
4. Track the procurement action.
5. Initiate action to amend the procurement.
6. Maintain the procurement database in MAARSII.

REFERENCE(S):

1. DoD MANUAL 5160.65
2. DoD 5000.1 and 2
3. SECNAVINST 5000.1
4. FAR and DFAR

ADMINISTRATIVE INSTRUCTIONS:

1. Working knowledge of contracting and defense requirements required.
- 

TASK: 2340.7.12 MANAGE RESEARCH AND DEVELOPMENT (R&D) PROGRAMS

CONDITION(S): Given the responsibility to manage an R&D program, local SOP, and the references.

STANDARD: The Marine will act as the Project Officer in the research and development of an ammunition item.

PERFORMANCE STEPS:

1. Review the Fleet Operational Needs Statement (FONS)/ Operational Requirement Document (ORD).
2. Prepare/coordinate for Milestone Reviews/MCPDM's.
3. Prepare/track POM initiative.
4. Coordinate with Principal Development Activity (PDA).
5. Review technical documentation submitted by the PDA.
6. Prepare/coordinate the Transitioning Plan for SMCA.

REFERENCE(S):

1. DoD MANUAL 5160.65
2. DoD DIRECTIVE 5000.1 and 2
3. MCO P7100.11
4. MCO 3900.4
5. SECNAVINST 5000.1

ADMINISTRATIVE INSTRUCTIONS:

1. Working knowledge of DoD regulations, contracting, appropriation rules and applied ammunition technical development procedures (Mil Specs, Stds....)
- 

TASK: 2340.7.13 MONITOR AMMUNITION RELATED RESEARCH AND DEVELOPMENT (R&D) PROGRAMS

CONDITION(S): Given the responsibility to monitor external R&D programs, local SOP, and the references.

STANDARD: The Marine will monitor, coordinate, and review ammunition related R&D programs.

PERFORMANCE STEPS:

1. Coordinate with other services to identify programs with potential impact.
2. Review technical developments in monitored programs.
3. Coordinate with MCCDC proponents to provide updates on monitoring efforts.
4. Monitor weapon system fielding plans to ensure ammunition procurement and delivery schedules are responsive.

REFERENCE(S):

1. DoD MANUAL 5160.65
2. DoD DIRECTIVE 5000.1 and 2
3. MCO P7100.11
4. MCO 3900.4
5. SECNAVINST 5000.1

ADMINISTRATIVE INSTRUCTIONS:

1. Working knowledge of DoD regulations, contracting, appropriation rules and applied ammunition technical development procedures (Mil Specs, Stds....)
- 

TASK: 2340.7.14 MONITOR CHANGES TO AMMUNITION REQUIREMENTS

CONDITION(S): Given the responsibility to monitor changes in Class V(W) requirements pertaining to budgeting and acquisition, local SOP, and the references.

STANDARD: The Marine will monitor and evaluate changes to Class V(W) requirements and make recommendations as to supportability.

PERFORMANCE STEPS:

1. Assess the impact of new/changing requirements.
2. Evaluate the appropriateness of the new requirements.
3. Assess test and evaluation requirements.
4. Coordinate with the combat developer.

REFERENCE(S):

1. MCO 8010.1\_
2. MCO P8011.4\_
3. MCO 3900.4\_

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 8 - COMBAT SERVICE SUPPORT

TASK: 2340.8.1 PROVIDE COMBAT SERVICE SUPPORT FOR CLASS V(W)

CONDITION(S): Given the mission to provide Class V(W) Combat Service Support and the references.

STANDARD: The Marine will provide Combat Service Support (CSS) at the various MAGTF levels.

PERFORMANCE STEPS:

1. Participate in the planning phases of CSS at the MEU, MEB, and MEF, level.
2. Identify the relationships between Class V(W) CSS and LFORM, MPS, retail and wholesale support.
3. Participate in the development of the task organization of the CSS element at the various MAGTF levels.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. PM 9-38
4. PM 9-13
5. OH 4-11

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.8.2 PLAN/MANAGE CLASS V(W) SUPPLY SUPPORT

CONDITION(S): Given the mission to provide Class V(W) Combat Service Support, a FASP, personnel, supplies and equipment, and the references.

STANDARD: The Marine will plan/manage a Class V(W) CSS functional area of supply.

PERFORMANCE STEPS:

1. Determine Class V(W) requirements for the ground combat element and the CSS element.
2. Determine appropriate storage type; roadside, open, modular, or a combination.
3. Manage the operation of a joint Class V(A) and Class V(W) FASP.
4. Determine, establish, and manage Class V(W) accounting methods (i.e., AMMOLOGS, LOGMARS, computers...).
5. Coordinate non-organic asset support for pallets/dunnage/cargo handling requirements.
6. Identify shipload planning requirements and procedures.
7. Establish a captured enemy ammunition area.
8. Establish Emergency Destruction Procedures.
9. Establish Security Procedures.

REFERENCE(S):

1. FMFM 4-1

2. OH 4-1
3. FM 9-38
4. FM 9-13
5. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
- 

TASK: 2340.8.3 PLAN/MANAGE CLASS V(W) TRANSPORTATION SUPPORT

CONDITION(S): Given the responsibility to receive and provide Class V(W) Combat Service Support, applicable documentation, and the references.

STANDARD: The Marine will plan and manage the Class V(W) CSS functional area of transportation.

PERFORMANCE STEPS:

1. Coordinate non-organic support for motor transport assets.
2. Coordinate non-organic support for material handling equipment requirements.
3. Plan and coordinate the aerial delivery of Class V(W).
4. Coordinate port and terminal operations to include receipt, transit storage and marshaling of Class V(W), loading and unloading of ships, and the forwarding of Class V(W) to its destination.
5. Identify the structure and resupply mission of a Mobile Combat Service Support Detachment (MCSSD).
6. Coordinate with TMO for proper Transportation Control and Movement Documentation (TCMD) required to transport Class V(W) material.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. FM 9-38
4. FM 9-13
5. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3
6. NAVSEA OP 2239
7. NAVSEA OP 2165, Vol 1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.8.4 PLAN/MANAGE CLASS V(W) RELATED DELIBERATE ENGINEERING SUPPORT

CONDITION(S): Given the mission to establish and maintain a FASP, Storage Plan, and the references.

STANDARD: The Marine will plan and manage the CSS Functional Area of Deliberate Engineering.

PERFORMANCE STEPS:

1. Identify deliberate engineering functions provided by the CSS element.
2. Coordinate with the Engineering Support Element for construction of FASP berms/modules.
3. Coordinate with the Engineering Support Element for the construction, repair, and maintenance of roads within the FASP.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. FM 9-3B
4. FM 9-13
5. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.8.5 PLAN/MANAGE CLASS V(W) RELATED SERVICE SUPPORT

CONDITION(S): Given the responsibility to manage a FASP and the references.

STANDARD: The Marine will plan and manage the CSS functional area of services.

PERFORMANCE STEPS:

1. Determine requirements for service/utilities.
2. Coordinate with the service support element for support of communications, lighting, fire fighting equipment, and other necessary utility support requirements.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. FM 9-38
4. FM 9-13
5. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2340.8.6 PROVIDE CLASS V(W) SUPPORT FOR JOINT OPERATIONS

CONDITION(S): Given the mission to manage the provision of Joint Combat Service Support of Class V(W) and the references.

STANDARD: The Marine will provide Class V(W) support for the Joint Operations of CSS.

PERFORMANCE STEPS:

1. Identify the concept and implementation of Host Nation Support.

2. Identify the concept and execution of Common Item Support.
3. Identify the concept and development of Coalition Support.
4. Identify the concept and development of Memorandums Of Understanding (MOU's) related to Class V(W) CSS.
5. Identify the concept of Foreign Military Support.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. FM 9-38
4. FM 9-13
5. NAVSEA OP 5, Vol 3
6. AFSC PUB 1 (JOINT STAFF OFFICERS GUIDE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 9 - COMBAT DISPOSAL

TASK: 2340.9.1 MANAGE COMBAT DISPOSAL OPERATIONS

CONDITION(S): Given a disposal assignment, ammunition personnel, required equipment, and the references.

STANDARD: The Marine will manage combat disposal operations including providing technical guidance as required.

PERFORMANCE STEPS:

1. Manage disposal team and functions.
2. Provide input to the unit commander.
3. Provide technical advice to operational planners.
4. Provide technical supervision on proper disposal procedures to include:
  - a. Priorities for destruction.
  - b. Criteria for destruction.
  - c. Methods of destruction.
  - d. Proper reporting procedures for destruction.
5. Apply all safety precautions related to combat disposal operations.

REFERENCE(S):

1. NAVSEA OP 5 VOL 1
2. NAVSEA SWO 60-AA-MMA-010
3. MCO 8020.1
4. TM 750-244-5-1

Appendix C to  
ENCLOSURE (6)

MCO 1510.78A  
14 Dec 94

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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Appendix C to  
ENCLOSURE (6)

6-C-32

MOS 2311, AMMUNITION RECEIPT/ISSUE

DUTY AREA 1 - AMMUNITION RECEIPT-ISSUE

TASK: 2311.1.1 ISSUE AMMUNITION

CONDITION(S): Given applicable documentation from requesting unit, blank DD Form 1348-1, stock/allowance records, access to an ammunition site, and the references.

STANDARD: The Marine will issue ammunition to the requesting unit and process documentation per the references.

PERFORMANCE STEPS:

1. Review DD Form 1348 received from unit for accuracy of entries.
2. Verify authorization signatures.
3. Locate ammunition.
4. Prepare DD Form 1348-1.
5. Identify ammunition by size, type, color code, nomenclature, Department of Defense identification code (DODIC), and lot number.
6. Verify lot number.
7. Inventory assigned lot number.
8. Remove ammunition from assigned lot and re-inventory lot.
9. Prepare ammunition for vehicle shipment.
10. Post transactions to stock/allowance records and/or automated accounting system.

REFERENCE(S):

1. UM 4400-15
2. MCO P4400.76A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.1.2 RETURN AMMUNITION TO STOCK

CONDITION(S): Given ammunition, appropriate forms, ammunition storage facility, and the references.

STANDARD: The Marine will return ammunition to stock and complete required documentation so that stock is placed in appropriate location and ammunition records reflect change in stockage.

PERFORMANCE STEPS:

1. Receive unexpended ammunition.
2. Review DD Form 1348-1 received from unit for accuracy of entries.
3. Identify ammunition to be returned to stock by DODIC, NSN, lot number, condition code, and serial number, if applicable.
4. Ensure qualified personnel inspect ammunition for assignment of condition code.

- 5. Obtain storage location for ammunition based on ammunition storage compatibility group and storage plan.
- 6. Complete DD Form 1348-1.
- 7. Post transaction to the appropriate stock records and/or automated accounting system.
- 8. Place ammunition into stock.

REFERENCE(S):

- 1. NAVSEA OP 5, Volume 1
- 2. UM 4400-15
- 3. NAVSEA SW020-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.1.3 IDENTIFY AMMUNITION

CONDITION(S): Given ammunition items, ammunition components, packing materials, and the references.

STANDARD: The Marine will identify ammunition by nomenclature, DODIC, and ammunition lot number.

PERFORMANCE STEPS:

- 1. Determine type of ammunition by color code, nomenclature, DODIC, and NSN.
- 2. Determine packaging of items.
- 3. Identify Lot number of ammunition items and serial number, if applicable.

REFERENCE(S):

- 1. TM 9-1300-200
- 2. TM 43 series
- 3. DoD Consolidated Ammunition Catalog
- 4. NAVSEA TWO 10-AA-ORD-030
- 5. Ammunition Data Cards
- 6. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 2 - AMMUNITION STORAGE

TASK: 2311.2.1 STACK AMMUNITION

CONDITION(S): Given ammunition containers and/or pelletized loads, ammunition drawings, appropriate Material Handling Equipment (MEIE), load index, and the references.

STANDARD: The Marine will stack ammunition per the references so that ammunition is stored without compromising storage and safety requirements.

PERFORMANCE STEPS:

1. Determine if ammunition is properly packed for placement in storage.
2. Locate space/stack.
3. Identify spaces available for storage.
4. Determine stacking requirements for ammunition based on storage location, ammunition type, lot number, and condition code.
5. Utilize MHE to stack ammunition using dunnage, as appropriate.

REFERENCE(S):

1. NAVSEA OP 5, Volume 1
2. NAVSEA OP 5, Volume 3
3. NAVSEA 5WO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.2.2 MAINTAIN HAND TOOLS ASSOCIATED WITH AMMUNITION OPERATIONS

CONDITION(S): Given ammunition related hand tools, cleaning and repair supplies, and the references.

STANDARD: The Marine will maintain hand tools in serviceable condition to ensure tools are available for use during ammunition operations.

PERFORMANCE STEPS:

1. Maintain hand tools and ammunition handling equipment in a serviceable condition.
2. Conduct tool inventories.
3. Determine serviceability/condition of hand tools.
4. Perform 1st echelon cleaning/repair of hand tools, as required.

REFERENCE(S):

1. MCO P4790.2B
2. TM 5-461
3. TM 9-243
4. TM 4700-15

ADMINISTRATIVE INSTRUCTIONS: (NONE)



TASK: 2311.2.3 DETERMINE AMMUNITION STORAGE CLASSIFICATION

CONDITION(S): Given class V(W) materiel and components, storage facility, appropriate documentation, and the references.

STANDARD: The Marine will determine ammunition storage classification to ensure items are accurately classified to meet segregation/grouping requirements for storage in permanent/field storage facilities.

PERFORMANCE STEPS:

1. Review location and type of storage facility to be used.
2. Determine compatibility groups for ammunition storage.
3. Determine quantity distance classification.
4. Determine security risk category. Annotate classifications on required documentation.

REFERENCE(S):

1. NAVSEA OP 5, Vol 1
2. NAVSEA OP 5, Vol 3
3. MCO 8020.1
4. NAVSEA TWO 10-AA-ORD-030
5. NAVSEA TWO 10-AA-ORD-010
6. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.2.4 SUPERVISE HOUSEKEEPING OF AN AMMUNITION STORAGE AREA

CONDITION(S): Given an ammunition storage facility, personnel, and the references.

STANDARD: The Marine will supervise housekeeping of an ammunition storage area to ensure that the area is clean and free of safety hazards.

PERFORMANCE STEPS:

1. Identify housekeeping requirements.
2. Assign personnel to housekeeping duties.
3. Ensure housekeeping duties are performed correctly.
4. Inspect areas and identify discrepancies and safety hazards in storage area.
5. Ensure discrepancies and hazards are corrected or reported to appropriate authority for corrective action.

REFERENCE(S):

1. NAVSEA OP 5, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.2.5 SUPERVISE OPERATION OF A MAGAZINE AREA

CONDITION(S): Given an ammunition magazine area, personnel, and the references.

STANDARD: The Marine will supervise the operation of a magazine area so that the requisition, receipt, storage, issue, accountability, handling, shipment, minor maintenance and disposition of ammunition is kept in a high state of readiness.

PERFORMANCE STEPS:

1. Ensure the proper receipt, storage, issue, and accountability of ammunition.
2. Ensure the proper implementation of explosive safety and environmental safety programs.
3. Ensure the proper implementation of a magazine area security program.
4. Monitor and use sound economy of resource management procedures.
5. Ensure requisition policies are followed.
6. Ensure safe handling and shipment procedures are followed.
7. Ensure minor maintenance of ammunition is correctly and safely conducted.
8. Ensure the proper supervision of a qualification/certification program as required by Marine Corps Order.
9. Monitor serviceability of MEE, hand tools, and fire fighting equipment.
10. Prepare submissions of waivers, exemptions, and site approval, as required.

REFERENCE(S):

1. NAVSEA OP 5, Vol 1
2. NAVSEA OP 2165, Vol 1
3. NAVSEA OP 2239
4. OPNAV 5530.13/14
5. MCO P4030.19
6. MCO P4400.76
7. MCO 8020 series
8. TM 5-461
9. TM 9-243
10. UM 4400.15
11. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MOO 8023.3

TASK: 2311.2.6 ESTABLISH/SUPERVISE A FIELD AMMUNITION SUPPLY POINT (FASP)

CONDITION(S): Given the mission to establish and supervise Combat Service Support (CSS), personnel, required tools, supplies and equipment, and the references.

STANDARD: The Marine will establish and supervise a field ammunition supply point to ensure the requisition, receipt, storage, issue, accountability, handling, shipment, minor maintenance and disposition of ammunition is kept in a high state of readiness.

PERFORMANCE STEPS:

1. Select adequate field storage site.
2. Determine logistics requirement for equipment and personnel support.
3. Design a FASP.
4. Establish the FASP.
5. Ensure the proper receipt, storage, issue, and accountability of ammunition.
6. Ensure the proper supervision of explosive and environment safety programs.
7. Ensure the proper supervision of a FASP security program.
8. Monitor and use sound economy of resource management procedures.
9. Ensure requisition policies are followed.
10. Ensure safe handling and shipment procedures are followed.
11. Ensure minor maintenance of ammunition is correctly and safely conducted.
12. Ensure the proper supervision of a qualification/certification program.
13. Monitor serviceability of MHE, hand tools, and fire fighting equipment.

REFERENCE(S):

1. MCO 5500.12
2. MCO 5500.13
3. MCO 8000 series
4. NAVSEA OP 2239
5. NAVSEA OP 5, Vols 1 and 3
6. TM 5-461
7. TM 9-243
8. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
-

DUTY AREA 3 - AMMUNITION SAFETY

TASK: 2311.3.1 RESPOND TO AMMUNITION STORAGE FIRE

CONDITION(S): Given local/general fire bills, a fire in an ammunition storage area, fire fighting equipment, and the references.

STANDARD: The Marine will respond to a storage area fire, ensuring the safety of personnel, minimizing damage to storage area, and minimizing loss or destruction of ammunition.

PERFORMANCE STEPS:

1. Sound the alarm.
2. Evacuate the area of nonessential personnel.
3. Identify specific hazard involved based on the magazine fire symbol.
4. Initiate appropriate action to take, depending on extent of fire, to include:
  - a. Fight fire. (IF NOT EXPLOSIVE MATERIEL)
  - b. Evacuate the area and reassemble for accounting purposes.
  - c. Assist firefighting personnel, as necessary.

REFERENCE(S):

1. NAVSEA OP 5, Volumes 1 and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Classroom training to review procedures or a simulated fire in lieu of an actual ammunition storage fire will be substituted for training purposes.

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TASK: 2311.3.2 PREVENT FIRES IN AN AMMUNITION STORAGE AREA

CONDITION(S): Given current local/general fire bills, ammunition, ammunition storage area, and the references.

STANDARD: Potential fires in an ammunition storage area will be prevented by ensuring ammunition is properly stored and facility is maintained free of potential fire hazards.

PERFORMANCE STEPS:

1. Identify/remove potential fire hazards.
2. Maintain firefighting equipment.
3. Perform practice drills on firefighting procedures for different types of fire hazards.

REFERENCE(S):

1. NAVSEA OP 5, Volumes 1 and 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 2311.3.3 IDENTIFY HAZARDS OF ELETCTROMAGNETIC RADIATTON TO  
ORDNANCE (HERO)

CONDITION(S): Given ammunition, storage area, the potential  
hazard, and the references.

STANDARD: Ammunition requiring HERO protection will be identified,  
and preventive/safety measures established to safeguard items that  
are HERO susceptible.

PERFORMANCE STEPS:

1. Identify those types of munitions requiring HERO protection.
2. Determine HERO requirements based on HERO conditions.
3. Establish safety measures based upon the type of munitions  
requiring HERO protection.

REFERENCE(S):

1. NAVSEA OP 5, Vol 1
2. NAVLEX 9067-LP-624-6010
3. NAVSEA OP 2239
4. NAVSEA INST 8020.7\_

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.3.4 SUPERVISE AMMUNITION SAFETY PROGRAM

CONDITI6N(S): Given the responsibility to supervise a safety  
program, requirement for safety training, and the references.

STANDARD: The Marine will supervise the safety program to ensure  
training is performed and personnel observe all safety regulations  
during ammunition operations.

PERFORMANCE STEPS:

1. Ensure safety regulations are met during ammunition  
operations.
2. Develop a fire prevention program as part of the safety  
program.
3. Ensure safety procedures are complied with.
4. Ensure all personnel participate to current safety programs.

REFERENCE(S):

1. MCO 5100.8
2. MCO 8020.1
3. MCO P11000.8
4. NAVSEA OP 5, Vol 1
5. EXECUTIVE ORDER 12088 (NOTAL)
6. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MOO 8023.3

TASK: 2311.3.5 SUPERVISE ENVIROMENTAL SAFETY PROGRAM

CONDITION(S): Given the responsibility to supervise an environmental safety program, requirement for environmental training, and the references.

STANDARD: The Marine will supervise the environmental safety program to ensure training is performed and personnel observe all environmental regulations during ammunition operations.

PERFORMANCE STEPS:

1. Ensure possible health hazards are identified and "The Right to Know" promulgated.
2. Conduct environmental safety training for personnel.
3. Execute emergency Environmental Hazard Plan.

REFERENCE(S):

1. DON ENVIRONMENTAL POLICY 93-02
2. EXECUTIVE ORDER 12856
3. 29CFR 1910.1200
4. DoD DIRECTIVE 4210.15
5. EXECUTIVE ORDER 12780
6. NAVSEA INST 8020.6\_

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
- 

DUTY AREA 4 - AMMUNITION SECURITY

TASK: 2311.4.1 SUPERVISE AN AMMUNITION SECURITY PROGRAM

CONDITION(S): Given the responsibility to supervise an ammunition security program, local SOP, and the references.

STANDARD: The Marine will supervise an ammunition security program in support of local and Marine Corps requirements to reduce or eliminate the risk of loss or theft to ammunition stocks.

PERFORMANCE STEPS:

1. Inspect ammunition facility and stocks to identify any security violations.
2. Establish procedures for securing ammunition stocks.
3. Enforce all security procedures.
4. Correct all identified security violations immediately.
5. Coordinate ASP Security Plan with the External Security Plan.

REFERENCE(S):

1. DoD 5100.76

2. NAVSEA OP 5, Vol 1
3. NAVSEA OP 2165, Vol 1
4. NAVSEA OP 2239
5. OPNAVINST 5530.13
6. PM 9-38
7. MCO 5500.12\_
8. MCO 5500.13\_
9. MOO 8020.1\_
10. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
- 

DUTY AREA 5 - AMMUNITION INSPECTION

TASK: 2311.5.1 INSPECT AMMUNITION IN STORAGE

CONDITION(S): Given ammunition in storage and the references.

STANDARD: The Marine will inspect ammunition in storage to ensure that all ammunition items are in serviceable condition and properly stored.

PERFORMANCE STEPS:

1. Examine packaging of ammunition.
2. Examine condition of ammunition.
3. Ensure that all required components are packaged with ammunition item.
4. Ensure that ammunition has correct DODIC, NSN, and lot number, as applicable.
5. Ensure that ammunition is properly stored based on compatibility, security, and safety requirements.
6. Identify potential unserviceable ammunition due to missing components, deterioration of both ammunition and/or its packaging. components, missing serial/lot numbers, or safety related problems.
7. Notify appropriate authority of possible need for disposition of ammunition due to unserviceability.

REFERENCE(S):

1. MCO 8020.1
2. NAVSEA OP 5, Vol 1
3. NAVSEA TWO 10-AA-ORD-010
4. NAVSEA TWO 24-AA-ORD-010
5. TN 43 series
6. SB 742 series
7. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.5.2 INSPECT AMMUNITION RETURNS

CONDITION(S): Given returned ammunition and the references.

STANDARD: The Marine will inspect unexpended ammunition items to ensure that only serviceable items are returned to stock.

PERFORMANCE STEPS:

1. Ensure ammunition safety devices are in place, as applicable.
2. Segregate ammunition by type, compatibility, condition, code, and serial number, if applicable.
3. Inventory ammunition.
4. Repackage ammunition, as required.
5. Notify appropriate authority of possible need for disposition of ammunition identified for turn in.

REFERENCE(S):

1. MCO 8020.1
2. NAVSEA OP 5, Vol 1
3. NAVSEA TWO 10-AA-ORD-010
4. NAVSEA TWO 24-AA-ORD-010
5. TM 43 series
6. SE 742 series
7. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
- 

TASK: 2311.5.3 SUPERVISE AN AMMUNITION INSPECTION PROGRAM

CONDITION(S): Given the responsibility to supervise an ammunition inspection program, requirement for inspection, and the references.

STANDARD: The Marine will supervise the ammunition team during inspection to ensure the team performs the inspection accurately.

PERFORMANCE STEPS:

1. Ensure packaging of ammunition is examined.
2. Ensure condition code of ammunition is verified.
3. Ensure team determines if ammunition is stored with necessary components.
4. Ensure team determines that ammunition is correctly identified by DODIC, NSN, and lot number.
5. Ensure team determines ammunition storage is based on ammunition compatibility.



6. Ensure team identifies discrepancies or violations in ammunition storage or serviceability and initiates corrective action, if required.

REFERENCE(S):

1. MCO 8020.1
2. NAVSEA OP 5, Vol 1
3. NAVSEA TWO 10-AA-ORD-010
4. NAVSEA TWO 24-AA-ORD-010
5. TM 43 series
6. SB 742 series
7. NAVSEA SWO20-AC-SAF-010. Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
- 

DUTY AREA 6 - TRANSPORTATION

TASK: 2311.6.1 PREPARE AMMUNITION FOR SHIPMENT

CONDITION(S): Given ammunition, pallets, hand tools, dunnage, mode of transportation, and the references.

STANDARD: The Marine will prepare ammunition for shipment ensuring that materiel meets all transportation safety requirements.

PERFORMANCE STEPS:

1. Segregate cargo by compatibility.
2. Determine security risk category (SRC).
3. Load pallets ensuring cargo is properly blocked and braced.
4. Place appropriate placards/labels on ammunition conveyances and ensure load is properly wrapped/protected from the elements.
5. Place shipping documents on ammunition containers.

REFERENCE(S):

1. NAVSEA OP 5, Volumes 1 and 3
2. BOE 6000
3. NAVSEA OP 2165, Vol 1
4. NAVSEA OP 2239
5. PM 9-38
6. MCO P4030.19\_
7. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3
8. NAVSEA OP 4461

ADMINISTRATIVE INSTRUCTIONS:

1. Blocking and bracing certification will be performed by authorized personnel.

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TASK: 2311.6.2 INSPECT AMMUNITION VEHICLES

CONDITION(S): Given vehicles designated for transport of ammunition, transportation documentation, and the references.

STANDARD: The Marine will inspect vehicles to ensure compliance with safety regulations for transporting ammunition and explosives.

PERFORMANCE STEPS:

1. Verify driver qualifications to transport ammunition.
2. Inspect empty vehicles.
3. Complete DD Form 626 (top part), Vehicle Inspection Checklist.
4. Inspect loaded vehicles to ensure cargo compatibility, weight restrictions, and Department of Transportation requirements have been complied with.
5. Complete DD Form 626 (bottom part).
6. Complete and issue DD Form 836 (Special Instructions for the Driver).

REFERENCE(S):

1. NAVSEA OP 5, Vol 1
2. NAVSEA OP 2165, Vol 1
3. NAVSEA OP 2239
4. NAVSEA OP 3681
5. MCO 8020.1
6. PM 9-38
7. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Inspection of ammunition transporting vehicles is limited to certified/qualified personnel.

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TASK: 2311.6.3 CERTIFY THE INSPECTION OF AMMUNITION VEHICLES

CONDITION(S): Given vehicles designated for transport of ammunition, transportation documentation, and the references.

STANDARD: The Marine will certify the inspection of ammunition vehicles to ensure compliance with safety regulations for transporting ammunition and explosives.

PERFORMANCE STEPS:

1. Verify driver qualifications to transport ammunition.
2. Inspect empty vehicles.

3. Complete DD Form 626 (top part), Vehicle Inspection checklist.
4. Inspect loaded vehicles to ensure cargo compatibility, weight restrictions and Department of Transportation requirements have been complied with.
5. Complete DD Form 626 (bottom part).
6. Complete and issue DD Form 836 (Special Instructions for the Driver).

REFERENCE(S):

1. NAVSEA OP 5, Vol 1
2. NAVSEA OP 2165, Vol 1
3. NAVSEA OP 2239
4. NAVSEA OP 3681
5. MCO 8020.1
6. PM 9-38
7. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Inspection of ammunition transporting vehicles is limited to certified/qualified personnel. Must be certified/qualified per MOO 8023.3

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TASK: 2311.6.4 DIRECT DISPATCH OF AMMUNITION TRANSPORTERS

CONDITION(S): Given a directive to transport ammunition, applicable documentation, and the references.

STANDARD: The Marine will direct the dispatch of ammunition vehicles to support the mission requirements of the directing authority.

PERFORMANCE STEPS:

1. Determine type of ammunition to be transported.
2. Determine destination, time, and date for transport.
3. Determine type and quantity of vehicles required to transport ammunition.
4. Brief personnel on requirements for transport, to include:
  - a. Vehicle inspection.
  - b. Driver instructions.
  - c. Safety requirements.

REFERENCE(S):

1. NAVSEA OP 5, Vol 1
2. NAVSEA OP 2165, Vol 1
3. NAVSEA OP 2239
4. NAVSEA OP 3681
5. MCO P4030.19\_

6. MCO 8020.1\_
7. PM 9-38
8. NAVSEA OP 5, Vol 3
9. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. The transportation of ammunition is normally the responsibility of the requesting unit. Must be certified/qualified per MCO 8023.3
- 

TASK: 2311.6.5 SUPERVISE PREPARATION OF AMMUNITION FOR TRANSPORT

CONDITION(S): Given ammunition, personnel, mode of transport, packing materials and supplies, and the references.

STANDARD: The Marine will supervise the preparation of ammunition for transport so that personnel will be tasked to prepare ammunition for both tactical and commercial transport via all modes: surface, air, and vessel.

PERFORMANCE STEPS:

1. Determine compatibility of ammunition to be transported.
2. Determine packing/packaging requirements.
3. Confirm destination, time, and date for transport.
4. Determine mode and quantity of conveyances required to transport ammunition.
5. Brief personnel on requirements for transport to include:
  - a. Vehicle inspection.
  - b. Driver instructions.
  - c. Safety requirements.
  - d. Security.
  - e. Compatibility.
  - a. Arrange for clearance.
  - b. Ensure required documentation is correctly prepared prior to shipment.

REFERENCE(S):

1. NAVSEA OP 5, Vols 1 and 3
2. BOE 6000
3. NAVSEA OP 2165, Vol 1
4. NAVSEA OP 2239
5. MCO P4030.19\_
6. MCO 8020.1\_
7. FM 9-38
8. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8013.3
- 

DUTY AREA 7 - ACCOUNTING AND STOCK CONTROL

TASK: 2311.7.1 PREPARE AMMUNITION STOCK RECORDS

CONDITION(S): Given a DD Form 1348-1, blank NAVMC 10774 (Ammunition NSN/Lot Number Record)/automated accounting system, and the reference.

STANDARD: The Marine will prepare ammunition stock records correctly prepared, per the reference.

PERFORMANCE STEPS:

1. Establish a records system.
2. Receive ammunition receipt documentation (DD Form 1348-1).
3. Post required information on stock/allowance records and/or automated accounting system.
4. File completed documents.

REFERENCE(S):

1. UM 4400-15

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.7.2 MAINTAIN AMMUNITION RECORDS

CONDITION(S): Given ammunition records and the references.

STANDARD: The Marine will maintain ammunition records to ensure accurate accountability of ammunition stocks.

PERFORMANCE STEPS:

1. Ensure stock records are prepared and NAR file checked for new items received.
2. Ensure all transactions are posted on appropriate stock records and/or automated accounting system.
3. Reconcile inventory count and stock records.
4. Ensure appropriate documentation is filed.

REFERENCE(S):

1. MCO 8020.1
2. UM 4400-15
3. UM 4400-124

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.7.3 INVENTORY AMMUNITION

CONDITION(S): Given access to storage facility, ammunition, inventory forms, stock records, required documentation, and the references.

STANDARD: The Marine will inventory ammunition accurately ensuring ammunition is accounted for, discrepancies are identified, and action is taken to reconcile inventory discrepancies.

PERFORMANCE STEPS:

1. Physically count quantities of ammunition by DODIC, NSN, and lot number.
2. Complete inventory forms.
3. Compare inventory results with Manual/Automated Records System.
4. Provide information for inclusion in Missing, Lost, Stolen, or Recovered (MLSR) report, as required.
5. Prepare DD Form 1348, as appropriate, and attach to corresponding MLSR report.
6. Submit documentation to appropriate authority.

REFERENCE(S):

1. UM 4400-15
2. UM 4400-124
3. MCO P4400.76
4. MCO 4340.1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.7.4 PROCESS AMMUNITION AFFECTED BY NOTICE OF AMMUNITION RECLASSIFICATION (NAR)

CONDITION(S): Given reclassification message, stock records, required forms, and the references.

STANDARD: The Marine will process ammunition requiring reclassification so that ammunition will carry the proper condition code.

PERFORMANCE STEPS:

1. Review classification messages.
2. Review stock records/lot data cards to identify affected on-hand stocks.
3. Prepare DD Form 1348 or DD Form 1348-1 for stock requiring reclassification.
4. Post change(s) to condition codes in stock records to reflect reclassification.
5. Provide pertinent information for submission of message or speed letter reporting affected stocks to higher headquarters for disposition.
6. Establish a NAR cross reference file.

REFERENCE(S):

1. MCO 8020.1\_
2. NAVSEA TWO 24-AA-ORD-010
3. UM 4400-15

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.7.5 COMPUTE AMMUNITION COMBAT REQUIREMENTS

CONDITION(S): Given a T/O, T/E, mission requirements, and the reference.

STANDARD: The Marine will compute ammunition combat requirements accurately ensuring the unit has sufficient ammunition to meet mission requirements.

PERFORMANCE STEPS:

1. Review force density for unit.
2. Determine weapons type ammunition requirements.
3. Determine non-weapons type ammunition requirements.
4. Compile total requirements.
5. Submit computed rates/requirements to appropriate higher headquarters for approval.

REFERENCE(S):

1. MCO 8010.1\_

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.7.6 COMPUTE AMMUNITION TRAINING REQUIREMENTS

CONDITION(S): Given a T/O, T/E, unit training schedule, and the references.

STANDARD: The Marine will compute ammunition training requirements accurately ensuring the unit has sufficient ammunition to support unit training requirements.

PERFORMANCE STEPS:

1. Review force density for unit.
2. Determine weapons type ammunition requirements.
3. Determine non-weapons type ammunition requirements.
4. Determine miscellaneous ammunition requirements.
5. Compile total requirements.
6. Submit computed rates/requirements to appropriate higher headquarters for approval.

REFERENCE(S):

1. MCO P8011.4
2. UM 4400-15

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.7.7 REQUISITION AMMUNITION

CONDITION(S): Given mission requirements, required forms, and the references.

STANDARD: The Marine will requisition ammunition to ensure the correct types and quantities of ammunition are available to support the mission.

PERFORMANCE STEPS:

1. Collect ammunition requirements from subordinate units.
2. Consolidate requirements to ensure assets are available and that authorized quantities and types are not exceeded.
3. Prepare appropriate requisition documentation per MILSTRIP procedures.
4. Submit documentation to supporting activity.

REFERENCE(S):

1. UM 4400-15
2. UM 4400-124
3. MCO P4400.76\_
4. MCO P8011.4\_
5. MCO 8010.1\_
6. DoD 4140.17M

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.7.8 PROCESS REQUISITION DOCUMENTATION

CONDITION(S): Given a DD Form 1348 for pre-issue processing, blank DD Forms 1348-1, signature listing, stock/allowance records, and the references.

STANDARD: The Marine will process requisition documentation correctly and transactions will be posted to existing stock/allowance records so ammunition can be issued to requesting unit.

PERFORMANCE STEPS:

1. Verify the accuracy of entries on the DD Form 1348.
2. Verify authorization signatures.
3. Designate stocks for issue per local directives.
4. Prepare DD Forms 1348-1 per the references.
5. Post transactions to stock/allowance records and/or automated accounting system after completion of issue.

REFERENCE(S):

1. UM 4400-15
2. UM 4400-124
3. MCO P4400.76\_
4. MCO P8011.4\_



ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.7.9 PROCESS RECEIPT DOCUMENTATION

CONDITION(S): Given a detailed listing of ammunition items requiring return to a storage activity, blank DD Forms 1348-1, existing stock/allowance records, and the references.

STANDARD: The Marine will process receipt documentation so that DD Forms 1348-1 will be correctly prepared and transactions posted to the appropriate stock/allowance records so ammunition can be returned to the storage activity.

PERFORMANCE STEPS:

1. Research data requirements.
2. Prepare DD Forms 1348-1 receipt documentation per MILSTRAP procedures.
3. Post transactions to the appropriate stock/allowance records and/or automated accounting system.

REFERENCE(S):

1. UM 4400-15
2. UM 4400-124
3. MCO P4400.76\_
4. DoD 4140.22M

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.7.10 INITIATE ALLOWANCE RECORDS

CONDITION(S): Given materiel asset listings, prescribed allowances, completed DD Forms 1348, blank NAVMC 10774 Cards/automated accounting system, and the reference.

STANDARD: The Marine will initiate allowance records to ensure using units do not exceed their authorized allowances.

PERFORMANCE STEPS:

1. Review materiel asset listings and prescribed allowances.
2. Identify items that require initiation of allowance records.
3. Review DD Forms 1348-1.
4. Post transactions on the appropriate stock/allowance records and/or automated accounting system.
5. File documents.

REFERENCE(S):

1. UM 4400-15
2. MCO P8011.4\_
3. MCO 8010.1\_

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 8 - EMERGENCY DESTRUCTION

TASK: 2311.8.1 PLAN EMERGENCY DESTRUCTION OF CLASS V STORAGE

CONDITION(S): Given a list of ammunition types and quantities in storage, and the references.

STANDARD: The Marine will prepare an emergency plan for destruction of Class V storage using burning, detonation, demilitarization, or a combination of these techniques. The plan will indicate all given ammunition type and locations, the planned method of destruction, location of all firing trains, and initiation points.

PERFORMANCE STEPS:

1. Determine types and quantities of munitions that will require destruction.
2. Determine appropriate method of destruction for each given type.
3. Determine types and quantities of demolition and combustible materials required to perform the destruction.

REFERENCE(S):

1. FM 5-25
2. FM 9-6
3. FM 9-13
4. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.8.2 PREPARE FOR EMERGENCY DESTRUCTION BY BURNING

CONDITION(S): Given a list of ammunition types and quantities in storage and the references.

STANDARD: The Marine will prepare for emergency destruction of materials suited to burning techniques. The designated training materials will be properly prepared for the selected method of destruction, initiation trains will be correctly laid, and with initiators out-of-line for safety.

PERFORMANCE STEPS:

1. Establish a safe area and prepare beddown for munitions to be destroyed by burning.
2. Assemble ammunition items to be destroyed.
3. Assemble materials required to start/sustain the burning operation
4. Lay the initiation train without installing initiators.

REFERENCE(S):

1. FM 5-25
2. FM 9-6
3. FM 9-13
4. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS:

1. Materials used for any given training event may be different, subject to local availability. Total amount of materiel to be used limited by the Net Explosive Weight Limitations of the demolition range where the training is conducted.
- 

TASK: 2311.8.3 PREPARE FOR EMERGENCY DESTRUCTION BY DETONATION

CONDITION(S): Given a list of ammunition types and quantities in storage and the references.

STANDARD: The Marine will prepare to conduct the emergency destruction of materials suited to detonation techniques. The designated training materials will be properly prepared for the selected method of destruction, initiation and/or explosive trains will be correctly laid, and with initiators out-of-line for safety.

PERFORMANCE STEPS:

1. Establish a safe area.
2. Prepare munitions to be destroyed by detonation.
3. Assemble materials required to conduct explosive operations.
4. Place explosives and lay connective and initiation trains without installing initiators.

REFERENCE(S):

1. PM 5-25
2. PM 9-6
3. PM 9-13
4. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS:

1. Materials used for any given training event may be different, subject to local availability. Total amount of materiel to be used limited by the Net Explosive Weight Limitations of the demolition range where the training is conducted.
- 

TASK: 2311.8.4 EXECUTE EMERGENCY DESTRUCTION OF CLASS V MATERIEL IN STORAGE

CONDITION(S): Given the order or requirement for destruction and the references.

STANDARD: The Marine will execute the emergency destruction plan so that the training materials used for the event will be completely destroyed by the selected technique(s), or rendered useless for their intended military purpose.

PERFORMANCE STEPS:

1. Execute the emergency destruction plan.
2. Evaluate the results.

REFERENCE(S):

1. PM 5-25
2. PM 9-6

3. PM 9-13
4. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS:

1. Materials used for any given training event may be different, subject to local availability. Total amount of materiel to be used limited by the Net Explosive Weight Limitations of the demolition range where the training is conducted.
- 

TASK: 2311.8.5 SUPERVISE EMERGENCY DESTRUCTION

CONDITION(S): Given an emergency destruct mission, personnel, and the references.

STANDARD: The Marine will supervise the emergency destruction of an ammunition supply point.

PERFORMANCE STEPS:

1. Plan and review emergency destruction to include required demolition materials.
2. Supervise execution of emergency destruction plan.

REFERENCE(S):

1. FM 5-25
2. FM 9-6
3. FM 9-13
4. NAVSHA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
- 

DUTY AREA 9 - ADMINISTRATION AND PLANNING

TASK: 2311.9.1 UTILIZE A TECHNICAL LIBRARY

CONDITION(S): Given an SL 1-2, SL 1-3, MCBul 5215, list of on hand directives and the references.

STANDARD: The Marine will utilize a technical library to ensure that required directives are available to perform ammunition operations.

PERFORMANCE STEPS:

1. Use index file.
2. Use technical library, as required, per the local SOP.

REFERENCE(S):

1. MCO P4790.2
2. MCO P5600.31\_

- 3. MCO 5600.45
- 4. DA PAM 25-30

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.9.2 MAINTAIN A TECHNICAL LIBRARY

CONDITION(S): Given an SL 1-2, SL 1-3, MCBul 5215, list of on hand/ required directives and the references.

STANDARD: The Marine will maintain a technical library to ensure that required directives are available to perform ammunition operations.

PERFORMANCE STEPS:

- 1. Utilizing SL 1-2, SL 1-3, DA PAM 25-30, and MCBul 5215, determine publications/ directives requirements.
- 2. Based on requirements for publications, insure publications are ordered and back orders are validated.
- 3. Maintain technical library, as required.

REFERENCE(S):

- 1. MCO P4790.2
- 2. MCO P5600.31\_
- 3. MCO 5600.45
- 4. DA PAM 25-30

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.9.3 PREPARE AMMUNITION REPORTS

CONDITION(S): Given report formats, ammunition records and data, required forms, local SOP, and the references.

STANDARD: The Marine will prepare ammunition reports so that the required information and data will be consolidated and the appropriate ammunition reports will be correctly prepared.

PERFORMANCE STEPS:

- 1. Determine type of report(s) to be prepared.
- 2. Compile data for report(s).
- 3. Draft report(s).
- 4. Submit report(s) to higher headquarters, as directed.

REFERENCE(S):

- 1. MCO 8000 Series

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.9.2 PLAN AMMUNITION SUPPLY FOR OPERATIONS

CONDITION(S): Given an operations order and the references.

STANDARD: The Marine will plan ammunition support for operations to meet unit mission requirements.

PERFORMANCE STEPS:

1. Determine personnel and equipment requirements.
2. Determine support requirements from external activities.
3. Determine ammunition requirements.
4. Compile projected requirements.
5. Draft plan and submit for approval.

REFERENCE(S):

1. MCO P8011.4
2. IAVSEA OP 5, Vol 1 and 3
3. NAVSEA OP 2u5, Vol 1
4. NAVSEA OP 2239
5. PM 9-38
6. PM 8010.1
7. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.9.5 ESTABLISH/SUPERVISE A TECHNICAL LIBRARY

CONDITION(S): Given a TAP, SL 1-2, SL 1-3, MCBul 5215, list of on hand/required directives, and the references.

STANDARD: The Marine will establish/supervise the technical library and the required publications requisitioned to ensure that sufficient directives are available to perform ammunition operations.

PERFORMANCE STEPS:

1. Review SL 1-2, SL 1-3, DA PAM 25-30, and MCBul 5215 to determine publications/directive requirements.
2. Review requirements for publications and ensure publication are ordered and back orders are validated.
3. Establish/update technical library as required for billet being filled.

REFERENCE(S):

1. McO P4790.2\_
2. MCO P5600.31\_
3. MCO 5600.45\_
4. DA PAM 25-30

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.9.6 PERFORM AS DIVISION AMMUNITION CHIEF

CONDITION(S): Given the mission as a Division Ammunition Chief, local SOP, and the references.

STANDARD: The Marine will coordinate the development and implementation of all policies and procedures related to Class V(W) within the division.

PERFORMANCE STEPS:

1. Perform as a division technical adviser.
2. Determine division ammunition training requirements.
3. Determine division ammunition combat requirements.
4. Manage training allocations.
5. Manage MARSO's.
6. Assist in the management of all ammunition-related programs and procedures within the division.

REFERENCE(S):

1. NAVSEA OP 5, Vols 1 and 3
2. MCO 8010.1\_
3. MCO 8011.4\_
4. MCO 8020.1\_
5. FMFM 4-1
6. OH 4-1
7. FM 9-13
8. FM 9-38
9. NAVSEA OP 2239
10. UM 4400-15
11. UM 4400-134
12. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.9.7 PERFORM AS OPERATIONS CHIEF, AMMUNITION COMPANY

CONDITION(S): Given the mission as an Operations Chief, Ammunition Company, local SOP, and the references.

STANDARD: The Marine will advise the Commander and supervise the ammunition safety program, storage plan, maintenance, handling, movement and port operations of all Class V(W) within ammunition company responsibility.

PERFORMANCE STEPS:

1. Supervise ammunition and explosive safety storage, maintenance, transportation, and management.

2. Draft, staff, and coordinate the implementation of all ammunition policy for the ammunition company.
3. Resolve all ammunition related problems before they become critical.
4. Advise Commander on matters relating to handling or shipment of ammunition at; ports, on ships, in training and combat operations; and movement by rail, aircraft, truck, or sea.
5. Coordinate, manage, and prioritize the movement of Class V(W) within the area of operations.

REFERENCE(S):

1. NAVSEA OP 5, Vols 1 and 3
2. MCO 8020.1
3. FMFM 4-1
4. OH 4-1
5. FM 9-13
6. FM 9-38
7. NAVSEA OP 2239
8. UM 4400-15
9. UM 4400-134
10. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3

ADMINISTRATIVE INSTRUCTIONS:

1. Must be certified/qualified per MCO 8023.3
- 

DUTY AREA 10 - LIAISON BILLET

TASK: 2311.10.1 MANAGE MARINE CORPS OWNED CLASS V(W)

CONDITION(S): Given the responsibility to represent Marine Corps Class V(W) interests, billet LOI, local directives, and the references.

STANDARD: The Marine will manage Marine Corps owned Class V(W) interests to ensure receipt, storage, shipment, inspection, renovation, accounting, and ensure that funding requests and work description modification are submitted as required.

PERFORMANCE STEPS:

1. Manage the processing of shipment orders including the selection of lots, location data, and applicable inspection certification.
2. Manage incoming shipments from users, other storage sites, or from production to ensure that adequate storage and inspection arrangements have been made, and that asset data is recorded on stock records.
3. Manage all project orders issued by Commander, MARCORSYSCOM (PM AMMO) for work to be accomplished at ammunition activities. Ensure that requests for funding and/or work description modifications required to complete approved programs are submitted to MARCORSYSCOM (PM AMMO).
4. Provide recommendations on all requests for disposition of Marine Corps material. Ensure necessary data is presented:
  - a. NAR



- b. Lot number
- a. Provide ammunition record management to include:
  - (1) Lot number identification
  - (2) Maintenance of stock records
  - (3) Preparation of routine and special reports
  - (4) War reserve shortage reports
  - (5) Training allowance shortages
  - (6) Inventories
  - (1) Ensure that shipments of assets earmarked for Positioned War Reserve Material Stocks (PWRMS) are not made without prior approval.
  - (2) Coordinate support provided to Marine Barracks Ground Defense/Security forces and ships detachments.
  - (3) Ensure that adequate training assets are on hand at Naval Activities to support the training MARSCO's.

REFERENCE(S):

- 1. DoD Manual 5160.65
- 2. UM 4400-15
- 3. UM 4400-124
- 4. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3
- 5. NAVSEA TWO 10-AA-ORD-010
- 6. NAVSEA TWO 24-AA-ORD-010
- 7. MCO 8020.1
- 8. NAVSEA OP 5, Vol 1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.10.2 MONITOR THE DEVELOPMENT AND EXECUTION OF PLANS AND INSTRUCTIONS

CONDITION(S): Given the responsibility to represent Marine Corps Class V(W) interests, billet LOI, local directives, and the references.

STANDARD: The Marine will monitor inspections, outloading, inventory, NAR's, MARSO deficiencies of all Marine Corps owned ammunition and will ensure PM AMMO is informed of any development, change in policy or situations impacting on Marine Corps Class V(W).

PERFORMANCE STEPS:

- 1. Monitor inspections, test, rework/modification, and/or retrofitting material in stock.
- 2. Monitor outloading in support of contingency plans.
- 3. Monitor scheduling and conduct of physical inventories and inventory reconciliations.
- 4. Monitor all Notices of Ammunition Reclassification (NAR) TWO 24-AA-ORD-010. Ensure that stock records for Marine Corps owned material are updated accordingly.

Appendix D to  
ENCLOSURE (6)

5. Initiate action to immediately advise the Commander, MARCRSYSCDM (PM AMMO), per instructions contained in Marine Corps Ammunition Requirements Support Order (MARSO), of any PWRMS deficiencies not previously reported.
6. Provide Commander, MORCORSYSCDM (PM AMMO), information on any Policy, Technical development or situation impacting on Marine Corps Class V(W) material or the Navy/Marine Corps ordnance support relationship.

REFERENCE(S):

1. DoD Manual 5160.65
2. UM 4400-15
3. UM 4400-124
4. NAVSEA SWO20-AC-SAF-010, Vols 1, 2. and 3
5. NAVSEA TWO 10-AA-ORD-010
6. NAVSEA TWO 24-AA-ORD-010
7. MCO 8020.1
8. NAVSEA OP 5, Vol 1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.10.3 ADMINISTER LIAISON ACTIVITIES

CONDITION(S): Given the responsibility to represent Marine Corps Class V(W) interests, billet LOI, references, and local directives.

STANDARD: The Marine will represent the Marine Corps on all matters pertaining to Class V(W) by interfacing with local commands and civilian/FMF representatives.

PERFORMANCE STEPS:

1. Interface with local command.
2. Establish and maintain working relations, and assist upon request, with FMF/civilian representatives involving Class V(W) matters.
3. Participate in meetings and conferences where matters under discussion impact on the Marine Corps.
4. Represent the Marine Corps on all other matters concerning Class V(W) material.
5. Perform unique duties assigned to specific Liaison Officer as indicated in LOI.

REFERENCE(S):

1. DoD Manual 5160.65
2. UM 4400-15
3. UM 4400-124
4. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3
5. NAVSEA TWO 10-AA-ORD-010
6. NAVSEA TWO 24-AA-ORD-010
7. MCO 8020.1
8. NAVSEA OP 5, Vol 1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 11 - RETAIL LOGISTICS ROLE OF CLASS V(W) (MEF LEVEL  
AMMUNITION OPERATIONS)

TASK: 2311.11.1 DETERMINE CLASS V(W) REQUIREMENTS

CONDITION(S): Given a T/O, T/E, mission statement, and the references.

STANDARD: The Marine will determine both annual training and prepositioned war reserve requirements and submit to higher HQ for validation.

PERFORMANCE STEPS:

1. Compute annual training allowances per MCO P8011.4
2. Compute prepositioned war reserve material requirements per MCO 8010.1.
3. Participate in MARSO development and submission to higher HQ.

REFERENCE(S):

1. MCO 8010.1
2. MCO P8011.4

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.11.2 PLAN SPREADLOAD CLASS V(W) PWRMR

CONDITION(S): Given the PWRMR, ASR, local SOP, and the references.

STANDARD: The Marine will plan distribution of Class V(W) in support of prepositioning requirements.

PERFORMANCE STEPS:

1. Identify weapons stations and naval magazine functions.
2. Identify Class V(W) geo-prepositioning.
3. Identify the Maritime Prepositioning Forces Concept.
4. Identify Ammunition Supply Point Functions.
5. Identify LFORM concept.

REFERENCE(S):

1. DoD Manual 5160.65
2. FMFM 4-1
3. FM 9-13
4. FM 9-38
5. OH 4-1
6. OH 4-11
7. UM 4400-15

8. UM 4400-124

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 12 - WHOLESALE LOGISTICS ROLE OF CLASS V(W)

TASK: 2311.12.1 VALIDATE THE MARSO

CONDITION(S): Given a MARSO, applicable documentation, and the references.

STANDARD: The Marine will validate the MARSO by confirming MARSO requirements, formulating the available supply rates, and submit the MARSO for publication.

PERFORMANCE STEPS:

1. Confirm annual training allowances requests.
2. Confirm prepositioned war reserve material requirements.
3. Compare total Class V(W) requirements to the Marine Corps inventory and formulate the available supply rates.
4. Participate in the publication of the training and PWRMR MARSO.

REFERENCE(S):

1. MCO P8011.4\_
2. MCO 8010.1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.12.2 IDENTIFY RESEARCH, DEVELOPMENT, AND ACQUISITION CONCEPTS

CONDITION(S): Given the mission to support an R&D and acquisition program and the references.

STANDARD: The Marine will identify the Research, Development, and Acquisition concepts and functions related to Class V(W).

PERFORMANCE STEPS:

1. Identify Planning, Programming, and Budgeting System (PPBS).
2. Identify the steps for the procurement of ammunition through the SMCA and commercial sources.
3. Identify the process for the management and monitoring of R&D programs.
4. Identify the requirements generation process within MCCDC.

REFERENCE(S):

1. DoD 5000.1 and 2
2. SECNAVINST 5000.2\_
3. MCO 3900.4\_
4. MCO P7100.11\_

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.12.3 IDENTIFY INVENTORY MANAGEMENT CONCEPTS

CONDITION(S): Given the mission to support Marine Corps Class V(W) at the wholesale level and the references.

STANDARD: The Marine will identify the functional role of the inventory management of Class V(W).

PERFORMANCE STEPS:

1. Identify the Class V(W) management concept at the inventory control point level.
2. Identify the structure of responsibilities of the Inventory Management Branch, PM Ammo and its interface with external agencies (SMCA, other service ICPS...).

REFERENCE(S):

1. DoD MANUAL 5160.65
2. UM 4400.15
3. MCO 4400.16
4. MCO P4400.76

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.12.4 IDENTIFY MAINTENANCE AND QUALITY ASSURANCE CONCEPTS

CONDITION(S): Given the mission to support the maintenance/QA program at the wholesale level and the references.

STANDARD: The Marine will identify the functional roll of the maintenance and QA program for Class V(W).

PERFORMANCE STEPS:

1. Identify the ICAMP process.
2. Identify the steps within the reclassification process.
3. Identify the steps within the renovation process.

REFERENCE(S):

1. DoD MANUAL 5160.65
2. NAVSEA TWO-10-AA-ORD-10
3. NAVSEA TWO-24-AA-ORD-10
4. UM 4400-15
5. UM 4400-124

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.12.5 IDENTIFY THE ROLE OF THE SMCA

CONDITION(S): Given a mission requiring SMCA support and the reference.

STANDARD: The Marine will identify the role and mission of the single manager for conventional ammunition (SMCA).

PERFORMANCE STEPS:

1. Identify the mission of SMCA.
2. Identify the organization of SMCA.
3. Identify the responsibilities of the Executive Director for Conventional Ammunition, the U.S. Army Armament Munitions and Chemical Command, and the Joint Ordnance Commanders Group.

REFERENCE(S):

1. DoD MANUAL 5160.65

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.12.6 IDENTIFY THE CONCEPT OF THE CRANE ROLE

CONDITION(S): Given a mission requiring Crane Class V(W) support, billet LOI, and the reference.

STANDARD: The Marine will identify the roles and missions of both Crane Army Ammunition Plant (CAAP) and Naval Surface Warfare Center (NSWC) Crane.

PERFORMANCE STEPS:

1. Identify the mission of CAAP.
2. Identify the mission of NSWC Crane to include:
  - a. Conducting analysis of Marine Corps ammunition quality deficiencies.
  - b. Packaging/palletization design and development.
  - c. Conduct repair/modification of Marine Corps owned Class V(W) material.
  - d. Missile maintenance, renovation, and storage support.
  - e. Acts as the In Service Engineering Agent (ISEA) for Marine Corps Class V(W).

REFERENCE(S):

1. OPNAVNOTE 5450

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.12.7 IDENTIFY THE CONCEPT OF MCPD, FALLBROOK

CONDITION(S): Given a mission requiring MCPD Fallbrook support, billet LOI, and the reference.

STANDARD: The Marine will identify the roles and mission of Marine Corps Programs Department, Fallbrook.

PERFORMANCE STEPS:

1. Identify the organization of MCPD, Fallbrook.

2. Identify the role of the Class V(W) surveillance program at Fallbrook.

REFERENCE(S):

1. OPNAVNOTE 5450

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 13 - COMBAT SERVICE SUPPORT

TASK: 2311.13.1 IDENTIFY COMBAT SERVICE SUPPORT CONCEPTS FOR CLASS V(W)

CONDITION(S): Given the mission to provide Class V(W) Combat Service Support and the references.

STANDARD: The Marine will identify the Combat Service Support (CSS) structure at various MAGTF levels.

PERFORMANCE STEPS:

1. Identify the planning phases of CSS at the MEU level.
2. Identify the relationships between Class V(W) CSS, LFORM, MPS, retail, and wholesale support.
3. Identify the development of the task organization of the CSS element at various MAGTF levels.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. PM 9-38
4. PM 9-13
5. OH 4-11

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.13.2 PROVIDE CLASS V(W) SUPPLY SUPPORT

CONDITION(S): Given the mission to provide Class V(W) Combat Service Support, a FASP, personnel, supplies and equipment, and the references.

STANDARD: The Marine will provide Class V(W) CSS supply support as required by the mission.

PERFORMANCE STEPS:

1. Determine Class V(W) support requirements for the ground combat element and the CSS element.
2. Determine appropriate storage type; roadside, open, modular, or a combination.
3. Supervise the operation of a joint Class V(A) and Class V(W) FASP.
4. Supervise Class V(W) accounting methods (i.e. AMMOLOGS, LOGMARS, computers...).
5. Coordinate non-organic asset support for pallets/dunnage/ cargo handling requirements.
6. Identify shipload planning requirements and procedures.

7. Establish a captured enemy ammunition.
8. Establish Emergency Destruction Procedures.
9. Establish Security Procedures.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. FM 9-38
4. FM 9-13

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.13.3 COORDINATE CLASS V(W) TRANSPORTATION SUPPORT

CONDITION(S): Given the responsibility to receive and provide Class V(W) Combat Service Support, applicable documentation, and the references.

STANDARD: The Marine will coordinate the Class V(W) transportation support with the CSS functional area.

PERFORMANCE STEPS:

1. Coordinate non-organic support for motor transport assets.
2. Coordinate non-organic support for material handling equipment requirements.
3. Plan and coordinate the aerial delivery of Class V(W).
4. Coordinate port and terminal operations to include receipt, transit storage and marshaling of Class V(W), loading and unloading of ships, and the forwarding of Class V(W) to its destination.
5. Identify the structure and resupply mission of a Mobile Combat Service Support Detachment (MCSSD).
6. Coordinate with TMO for proper Transportation Control and Movement Documentation (TCMD) required to transport Class V(W) material.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. FM 9-38
4. FM 9-13
5. NAVSEA SWO20-AC-SAF-010, Vols 1, 2, and 3
6. NAVSEA OP 2239
7. NAVSEA OP 2165, Vol 1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.13.4 COORDINATE CLASS V(W) ELATED DELIBERATE  
ENGINEERING SUPPORT

CONDITION(S): Given the mission to establish and maintain a FASP,  
storage plan, and the references.

STANDARD: The Marine will coordinate the CSS functional area of  
Deliberate Engineering.

PERFORMANCE STEPS:

1. Identify deliberate engineering function provided by the CSS  
element.
2. Coordinate with the Engineering Support Element for  
construction of FASP terms/modules.
3. Coordinate with the Engineering Support Element for the  
construction, repair, and maintenance of roads within the  
FASP.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. FM 9-13
4. FM 9-38
5. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.13.5 COORDINATE CLASS V(W) RELATED SERVICE SUPPORT

CONDITION(S): Given the responsibility to supervise a FASP and the  
references.

STANDARD: The Marine will coordinate the CSS functional area of  
services.

PERFORMANCE STEPS:

1. Determine requirements for services/utilities.
2. Coordinate with the service support element for support of  
communications, lighting, fire fighting equipment, and other  
necessary utility support requirements.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. FM 9-13
4. FM 9-38
5. NAVSEA OP 5, Vol 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.13.6 PROVIDE CLASS V(W) SUPPORT FOR JOINT OPERATIONS

CONDITION(S): Given the mission to supervise the provision of Joint  
Combat Service Support of Class V(W), and the references.

STANDARD: The Marine will provide Class V(W) support for the Joint operations Aspect of CSS.

PERFORMANCE STEPS:

1. Identify the concept and implementation of Host Nation Support.
2. Identify the concept and execution of Common Item Support.
3. Identify the concept and development of Coalition Support.
4. Identify the concept and development of Memorandums of Understanding (MOU's) related to Class V(W) CSS.
5. Identify the concept of Foreign Military Support.

REFERENCE(S):

1. FMFM 4-1
2. OH 4-1
3. PM 9-13
4. PM 9-38
5. NAVSEA OP 5, Vol 3
6. AFSC PUB 1 (JOINT STAFF OFFICERS GUIDE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 14 - JOINT OPERATIONAL PLANNING

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TASK: 2311.14.1 CONDUCT DELIBERATE PLANNING

CONDITION(S): Given the responsibility to conduct deliberate planning and the references.

STANDARD: The Marine will conduct deliberate planning as defined in Joint Publication 5-02.1, JOPS Vol I, II, and III. Identify the five formal phases of deliberate planning and how they support the Joint Operational Planning.

PERFORMANCE STEPS:

1. Identify the purpose of deliberate planning.
2. Identify the 6 major systems and the one subsystem used by DoD that affect Joint Planning and Operations.
3. Identify the formal phases of deliberate planning.
4. Identify the Joint Planning and Execution Communities (JPEC) role in the training, preparation, movement, employment, support, and sustainment of forces in the theater of operations.
5. Identify the relationship between the Defense Planning Guidance (DPG) and the Planning, Programming and Budgeting System (PPBS).
6. Utilize the Joint Operation Planning System (JOPS) and Joint Operation Planning and Execution System (JOPEs).
7. Utilize the TPFDD file in the deliberate planning in support of OPLANS.

- 1. AFSC PUB 1 (JOINT STAFF OFFICERS GUIDE)
- 2. FMFM 4-1
- 3. FM 9-13
- 4. FM 9-38
- 5. OH 4-1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 15 - DISPOSAL

TASK: 2311.15.1 PERFORM COMBAT DISPOSAL OPERATIONS

CONDITION(S): Given unserviceable/captured enemy ammunition, demolition material, disposal tools, a safe disposal area, an assistant, and the references.

STANDARD: The Marine will dispose of unserviceable/captured enemy ammunition per the references.

PERFORMANCE STEPS:

- 1. Prepare ammunition for disposal.
- 2. Dispose of ammunition complying with safety regulations.
- 3. Clear disposal area of residue.

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REFERENCE(S):

- 1. NAVSEA OP 5 VOL 1
- 2. MCO 8020
- 3. NAVSEA SWO 60-AA-MMA-010

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 2311.15.2 SUPERVISE COMBAT DISPOSAL OPERATIONS

CONDITION(S): Given a disposal assignment, ammunition personnel, required equipment, and the references.

STANDARD: The Marine will supervise combat disposal operations including providing technical guidance as required.

PERFORMANCE STEPS:

- 1. Supervise disposal team and functions.
- 2. Provide input to the unit commander.
- 3. Provide technical advice to operational planners.
- 4. Provide technical supervision on proper disposal procedures.

REFERENCE(S) :

- 1. NAVSEA OP 5 VOL 1
- 2. NAVSEA SWO 60-AA-MMA-010
- 3. MCO 8020.1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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Appendix D to  
ENCLOSURE (6)